

## Booking Consultation Appointments

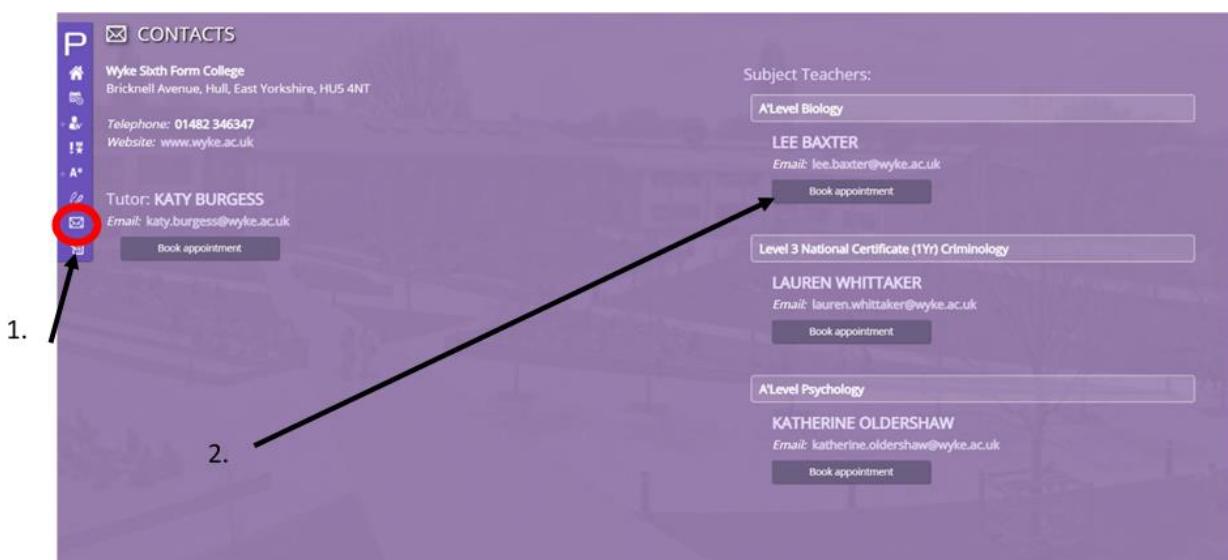
**Thursday, 5<sup>th</sup> February 9:00am – 7:00pm**  
**Tuesday, 10<sup>th</sup> February 4:30pm – 7:30pm**

Please see details of how to book appointments at this year's Consultation Events. Our online booking system will allow both parents and students to arrange appointments with all the relevant subject teachers and tutors via the Parent and Student Portals. The consultation events will allow parents the opportunity to meet their young person's teachers and tutors to discuss progress and attainment within each subject area.

To ensure our events run as smoothly as possible, appointments will **only** be registered online and should be made as much in advance as possible\*. You can book an appointment for any time.

\*Please note: The tabs and buttons used to book appointments will only become visible at the appropriate times during the year. **This will be live from Wednesday 21st January.**

### Where?



- 1.) Click on the 'Contacts' tab found at the bottom of the drop down menu.
- 2.) When available, click on 'Book Appointment' under the individual teacher's contact details.

### How?

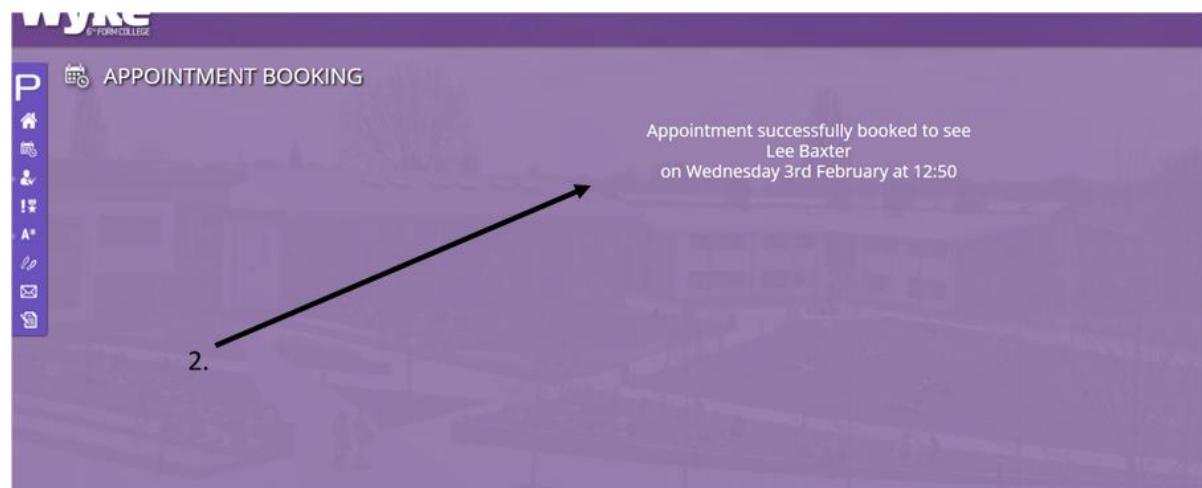
By clicking on the 'Book Appointment' button you are wishing to arrange a meeting with the selected teacher. A series of time slots will then appear on the following screen. Click on an appropriate time slot that you would like to schedule.

Please note that you will not be able to book any 'greyed' out times as they indicate an appointment has already been made and confirmed or that the teacher is unavailable for that slot. Your young person may have already made appointments using their Student Portal and therefore the scheduled

appointment will be displayed on the Contacts page instead of 'Book Appointment'. You will be able to amend this booking if necessary (see confirmation & rescheduling).

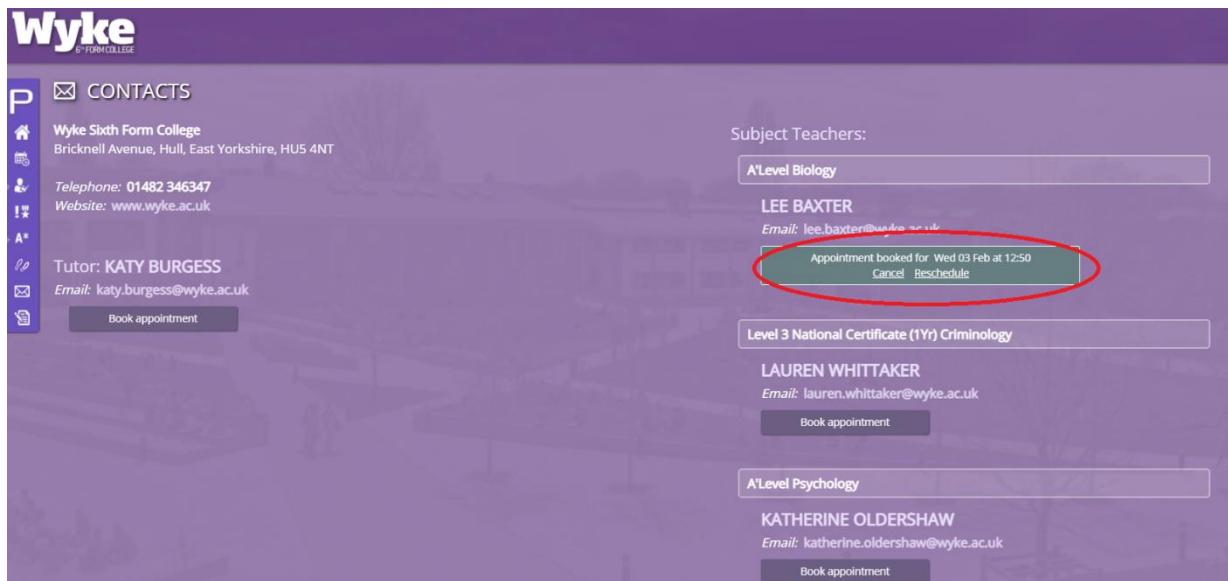


- 1.) Click on an appropriate time slot that you would like to schedule.
- 2.) You will receive a confirmation message to say your booking has been successful.



### Confirmation & Rescheduling

Your confirmed appointment time slot will be made visible on the Contact page under each individual teacher or tutor. As this is a 'live' system, you will be able to cancel or reschedule time slots if necessary.



Wyke  
SIXTH FORM COLLEGE

**P**  **CONTACTS**

**Wyke Sixth Form College**  
Bricknell Avenue, Hull, East Yorkshire, HU5 4NT

**Telephone:** 01482 346347  
**Website:** www.wyke.ac.uk

**A\***  
**11+**  
**Tutor:** **KATY BURGESS**  
**Email:** katy.burgess@wyke.ac.uk

**Book appointment**

**Subject Teachers:**

**A'Level Biology**

**LEE BAXTER**  
*Email:* lee.baxter@wyke.ac.uk

Appointment booked for Wed 03 Feb at 12:50  
[Cancel](#) [Reschedule](#)

**Level 3 National Certificate (1Yr) Criminology**

**LAUREN WHITTAKER**  
*Email:* lauren.whittaker@wyke.ac.uk

**Book appointment**

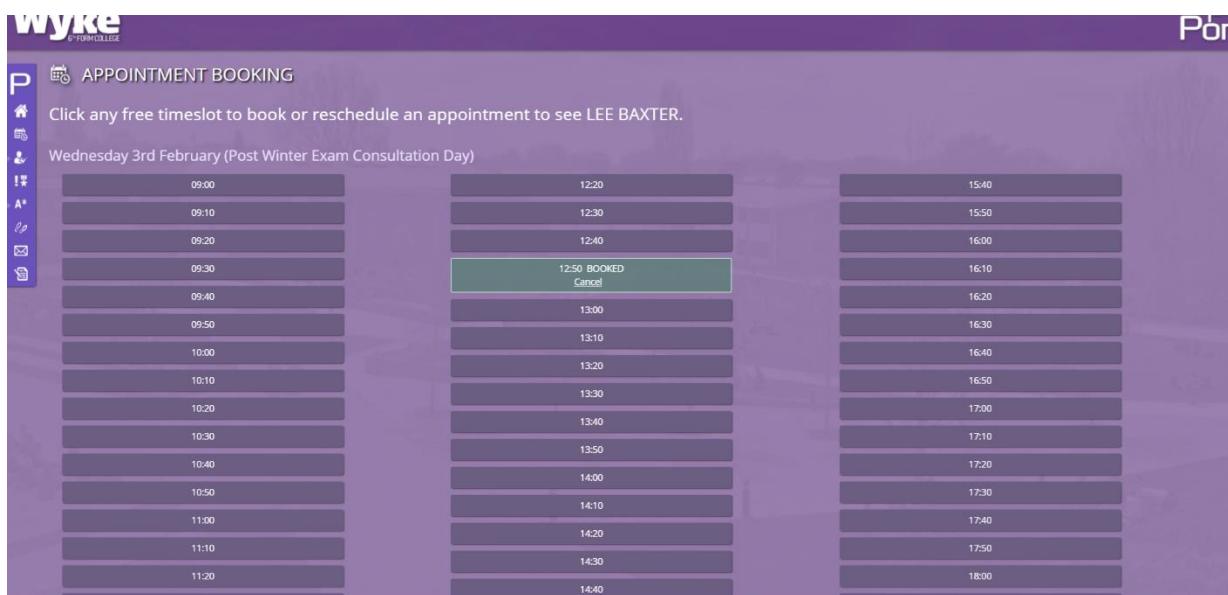
**A'Level Psychology**

**KATHERINE OLDERSHAW**  
*Email:* katherine.oldershaw@wyke.ac.uk

**Book appointment**

By clicking on 'Reschedule', you'll be given the opportunity to cancel your previous booking and chose another available slot time.

\*Please make sure you have found an alternative available time slot prior to cancelling as you will be relinquishing your existing time slot back to the public domain.



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**P**  **APPOINTMENT BOOKING**

Click any free timeslot to book or reschedule an appointment to see LEE BAXTER.

Wednesday 3rd February (Post Winter Exam Consultation Day)

9:00	12:20	15:40
9:10	12:30	15:50
9:20	12:40	16:00
9:30	12:50 BOOKED <a href="#">Cancel</a>	16:10
9:40	13:00	16:20
9:50	13:10	16:30
10:00	13:20	16:40
10:10	13:30	16:50
10:20	13:40	17:00
10:30	13:50	17:10
10:40	14:00	17:20
10:50	14:10	17:30
11:00	14:20	17:40
11:10	14:30	17:50
11:20	14:40	18:00

### Attending

**Please log on to your son/daughter's MS Teams account 5 minutes before your allocated time slot. Teachers will call via video call at your selected appointment time. Please make sure cameras are on (if possible) with a suitable background. You can use the MS Teams backgrounds if you wish. Due to the tight turn around, we must stick to the allocated time slot and calls will end at the expected time.**

If you would like to discuss progress with subject staff but you cannot make the event, please contact your young persons Progress Tutor at your convenience.

If you have any issues regarding bookings, or accessing the portals please contact [office@wyke.ac.uk](mailto:office@wyke.ac.uk).

### Teams Guidance for Parents/Students

- Teams can be accessed via any web browser by logging on with your college account at <https://portal.office.com/>
- If you already have Teams installed on another device sign in with your college account.
- If you would like to install Teams on your own device, please go to [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](#)

Your young persons teacher or tutor will video call you at your chosen appointment time.

