



Parent Information - Teacher Conferences - 3rd, 4th, 5th November

The Parent Teacher Conferences take place after school (3-8pm) on Monday 3rd and Tuesday 4th November, and all day (8am-3pm) on Wednesday 5th November 2025. Teachers will all be offering the full day on Wednesday, but will be choosing which after school day (Monday or Tuesday) suits them best, so you may find that some teachers are available on Monday, and others on Tuesday.

These appointments will be open for booking by ISA families from **Monday 27 October at 4.00pm**.

All bookings will be made online, and conferences will then take place in person (face-to-face) in the Elementary School and online through Google Meet in the Middle and High School. Specific booking details are listed below by school.

ELEMENTARY SCHOOL

Families of students who have extra support (e.g., Learning Support or EAL) often receive a double appointment. These have been booked ahead of time and you will have received an email with details separately.

All other families will receive an email from ISA on Monday afternoon, just prior to 4pm, with a link to the teacher's Google calendar appointments. All families are expected to make an appointment with the classroom teacher.

If you want an appointment with a specialist teacher, you are asked to arrange this by email directly to the specialist teacher (see PowerSchool for email links). Please note: if you are unable to attend a conference in person, please contact your child's classroom teacher ahead of time so that they can arrange an online alternative.

Full instructions on how to book are [here](#).

MIDDLE/HIGH SCHOOL

The conferences are virtual. This year each appointment is 6 minutes. If your child has the same teacher for more than one subject, you can make an appointment for each subject, and ideally you would book back to back so, for example if you have the same teacher for two subjects, you stay with the teacher for 12 consecutive minutes, rather than 6 minutes and then returning for another 6 minutes.

Conferences will take place through a Google Meet and you will be able to join at the scheduled time (no earlier please) using links posted on the Community Hub ahead of the conferences. **You should include your child in the meetings with the teachers.**

We are using a separate Parent Teacher Online Booking system (as in previous years). From 4pm on Monday 27th October you will be able to receive a PIN code using your primary email address on [this page](#). Full instructions on how to book are [here](#). The booking portal will close at 12pm on Friday 31st October.

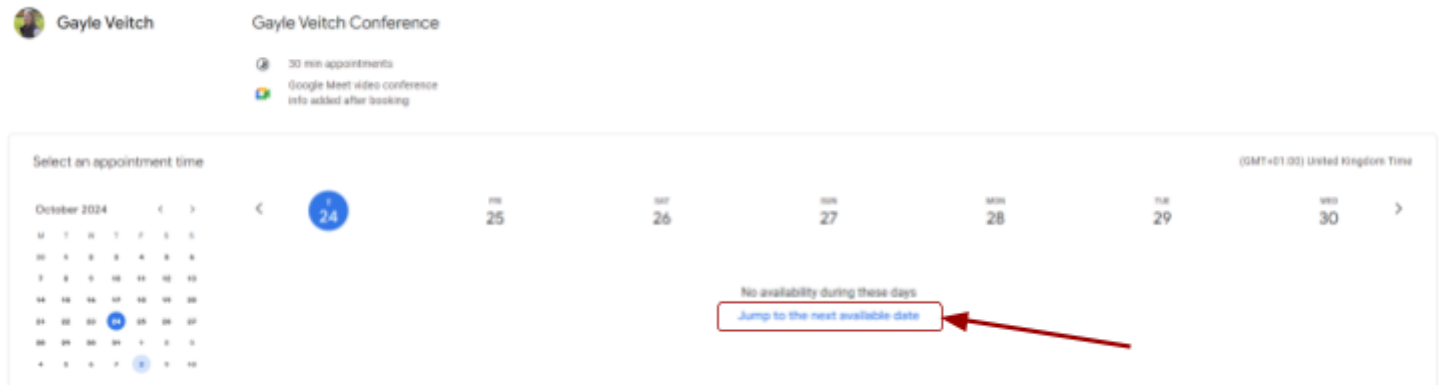
On the day of conferences, Google Meet links will be posted on the Community Hub and will be available through the booking system.

SCROLL DOWN FOR MORE INFORMATION

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HOW TO BOOK... ELEMENTARY SCHOOL

1. You will be sent a letter with a [booking link](#) for your child's homeroom.
2. When you click on the link you will see this screen below



3. Click 'Jump to the next available date' as indicated with the arrow above.
4. Select a date and time which suits you and complete the details requested.

HOW TO BOOK... MIDDLE & HIGH SCHOOL

1. Click on the link for the [PTO System](#)
2. Click on 'Obtain PIN/Password'
3. Enter your email address (this must be the primary address we have for you, and will be the top address with 'Receives Mail' ticked in your contact form.)
4. Check your email for a message containing your login information

After Login:

5. Look over the list and decide who you would like to book an appointment with.
6. Have a look at the times available and then one by one, select a time and click the green + to book

Manual Booking Mode ↻

Filter Date: ☐ Hide Past Bookings

Student	Class	Teacher (Location)	Gayle Veitch Booking(s)
You do not have any bookings.			
Test Student	MS English 6	(Location - Room - Period)	Thu 5/11 12:36pm +
	MS French 5/6 Core	(Location - Room - Period)	Select time ... v
	MS Maths 6	(Location - Room - Period)	Select time ... v

7. Click on 'Download/Email Bookings' to get confirmation of the appointments, using the long button at the top right, shown below:



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If you have any problems with booking, please contact the relevant person below:

Elementary School: Diane McBain, dmc bain@isa.aberdeen.sch.uk

Middle/High School: Alison Yesildag, ayesildag@isa.aberdeen.sch