



ST THOMAS MORE COLLEGE  
Middle and Secondary School, Żejtun

## Parents' Day Booking System

### Instructions for Parents/Guardians

16th and 17th January 2023

Dear Parents and Guardians,

As I have announced during the first days of the second term, we will be having the Parents' Days on Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup> January. These meetings will be held online via TEAMS app. Below are two links with the steps you need to follow to book your 10 minutes appointment with the teachers of your choice. Kindly note that appointments are booked on first come first serve basis. Booking will be open from this evening.

#### Instructional Videos in Maltese and English:

Please find below two instructional videos for parents/guardians on how to schedule meetings and how to use MS Teams:

(Maltese Version): <https://www.youtube.com/watch?v=Uxq7YcjCkk&t>

(English Version): <https://www.youtube.com/watch?v=0dCOBjVW7AA>

#### Important points:

- Parents/Guardians can only book ONE appointment of 10 minutes with every teacher.
- Make sure to write PROPERLY your email address in the provided field. Please enter your son/daughter's email address so that we can support you.
- After every booking, you will receive a confirmation email together with the link for that online meeting.
- The Parents' Days start at 8:25 and finish at 14:40.
- Members of staff have two 10-minute breaks at 09:55 and 11:35 and a 25-minute break from 13:05 to 13:30.

#### For more details, access the link below:

<https://zejtunmiddlesecondaryschool.com/online-parents-days/>

#### Link to access the booking page:

<https://outlook.office365.com/owa/calendar/ZejtunSecondarySchool@ilearnedu.onmicrosoft.com/bookings/>

#### List of teaching staff:

Kindly find attached the list of teaching staff and their respective subject/s. You need this list to book your appointments for the Parents' Days.

The School Administration



ST THOMAS MORE COLLEGE  
Middle and Secondary School, Żejtun

## Appuntament għal Jum il-Ġenituri Istruzzjonijiet għall-Ġenituri/Kustodji Is-16 u 17 ta' Jannar 2023

Għeżież Ġenituri u Kustodji,

Bħalma ħabbartilkom fl-ewwel jiem tat-tieni term, Jum il-Ġenituri se jinfirex fuq żewġ granet, it-Tnejn 16 ta' Jannar u t-Tlieta 17 ta' Jannar. Dawn il-laqgħat se jsejtnu onlajn fuq TEAMS. Hawn taht għandkom issibu żewġ vidjos bil-passi li tridu ssegwu sabiex tibbukjaw appuntament ta' għaxar minuti ma' dawg l-għalliema li tixtiequ tkellmu. Ġentilment ninfurmakom li l-appuntamenti se jittieħdu abbażi ta' min jibbukja l-ewwel. Din is-sistema se tkun miftuħa mil-lum filgħaxija.

### Vidjows ta' Istruzzjoni bil-Malti u bl-Ingliż:

Hawn taht għandkom issibu żewġ vidjows ta' istruzzjoni ta' kif għandek tibbukja l-appuntamenti u ta' kif tuża MS TEAMS:

(Verżjoni bil-Malti): <https://www.youtube.com/watch?v=Uxq7YcjCkk&t>

(Verżjoni bl-Ingliż): <https://www.youtube.com/watch?v=0dCOBjVW7AA>

### Punti importanti:

- Il-Ġenituri u l-Kustodji jistgħu jibbukjaw appuntament WIEĦED ta' għaxar minuti ma' kull għalliem rispettiv.
- Hudu ħsieb li tiktbu TAJJEB l-indirizz elettroniku tagħkom fil-post provdut. Sabiex inkun nistgħu inkunu aktar ta support, huwa **importanti li tużaw l-indirizz elettroniku tal-iLearn tat-tifel/tifla tagħkom.**
- Wara kull appuntament ibbukjat, se tirċievu *email* ta' konferma bil-ħolqa (*link*) għal dak l-appuntament li se jsir onlajn.
- Jum il-Ġenituri jibda fit-8:25 u jintemm fis-14:40.
- Il-membri tal-istaff għandhom żewġ brejks ta' għaxar minuti, 09:55 u 11:35, kif ukoll brejk ieħor ta' ħamsa u għoxrin minuta minn 13:05 sa 13:30.

### Għal aktar dettalji, araw il-ħolqa t'hawn isfel:

<https://zejtunmiddlesecondaryschool.com/online-parents-days/>

### Din hija l-ħolqa tal-paġna tal-appuntamenti:

<https://outlook.office365.com/owa/calendar/ZejtunSecondarySchool@ilearnedu.onmicrosoft.com/bookings/>

### Lista tal-għalliema:

Mehmuża għandkom issibu l-lista tal-għalliema flimkien mas-sugġetti li jgħallmu.

L-Amministrazzjoni tal-Iskola



St Thomas More College, Middle and Secondary School, Triq Luqa Briffa, iż-Żejtun, ŻTN 2719



25986400



stmc.zejtun.ss@ilearn.edu.mt



zejtunmiddlesecondaryschool.com



ZejtunSec