



ST THOMAS MORE COLLEGE
Middle and Secondary School, Zejtun

Parents' Day Booking System

Instructions for Parents/Guardians

15th, 16th and 17th January 2025

Dear Parents and Guardians,

As I have announced during the first days of the second term, we will be having the Parents' Days on Wednesday 15th, Thursday 16th and Friday 17th January. These meetings will be held online via TEAMS app. Below is the link 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 Wednesday 8th January 2025.

Step-by-step instructions:

Please find below the webpage containing the necessary details for parents/guardians on how to schedule meetings and how to use MS Teams:

<https://zejtunmiddlesecondaryschool.com/online-parents-days-2024-2025/>

Important points:

- Parents/Guardians can only book ONE appointment of 10 minutes with every teacher.
- Ideally you should use the student's iLearn email address. Make sure to write this PROPERLY in the provided field.
- 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.

Link to access the booking page:

[St Thomas More College, Middle & Secondary School, Zejtun \(office365.com\)](https://zejtunmiddlesecondaryschool.com/office365.com)

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.

Important Notice Regarding Parent-Teacher Appointment Bookings

Please be advised that the online booking system for upcoming parent-teacher appointments may experience some technical difficulties. The booking system is managed by Microsoft, and they recently implemented an update. Unfortunately, this update has caused some instability, particularly when a high volume of users attempt to make bookings simultaneously. We understand this may cause inconvenience, and we sincerely apologize for any frustration this may cause. If you encounter any problems while attempting to book your appointment, please try again later. Thank you for your understanding and patience.



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Other Tips for Parents:

- **Try booking during off-peak hours:** Early morning or late evening may have less traffic.
- **Clear your browser cache and cookies:** This can sometimes resolve minor technical glitches.
- **Use a different browser:** If one browser is having issues, try another (e.g., Chrome, Firefox, Edge).
- **Contact the school directly:** If you continue to experience problems, contact the school office for assistance.

The School Administration



ST THOMAS MORE COLLEGE
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Appuntament għal Jum il-Ġenituri Istruzzjonijiet għall-Ġenituri/Kustodji Il-15, 16 u 17 ta' Jannar 2024

Għeżiež Ġenituri u Kustodji,

Bħalma ħabbartilkom fl-ewwel jiem tat-tieni term, Jum il-Ġenituri se jinfirex fuq tliet granet, l-Erbgħa 15, il-Ħamis 16 u l-Ġimgħa 17 ta' Jannar. Dawn il-laqgħat se jseħħu onlajn fuq TEAMS. Hawn taħt għandkom issibu l-ħolqa bil-passi li tridu ssegwu sabiex tibbukjaw appuntament ta' għaxar minuti ma' dawk l-għalliema li tixtiequ tkellmu. Ġentilment ninfurmakom li l-appuntamenti se jittieħdu abbażi ta' min jibbukja l-ewwel. Din is-sistema se tkun miftuħa millum filgħaxija.

Istruzzjonijiet:

Hawn taħt għandkom il-ħolqa ta' kif għandek tibbukja l-appuntamenti u ta' kif tuża MS TEAMS:

<https://zejtunmiddlesecondaryschool.com/online-parents-days-2024-2025/>

Punti importanti:

- Il-Ġenituri u l-Kustodji jistgħu jibbukjaw appuntament WIEĦED ta' għaxar minuti ma' kull għalliem rispettiv.
- Ħudu 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 tircievu *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.

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

[St Thomas More College, Middle & Secondary School, Żejtun \(office365.com\)](https://zejtunmiddlesecondaryschool.com/office365.com)

Lista tal-għalliema:

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

Avviż Importanti Rigward l-Appuntamenti

Jekk jogħġbok kun infurmat li tista' tesperjenza xi diffikultajiet tekniċi. Is-sistema hija amministrata minn Microsoft, u dan l-aħħar implimentaw xi tibdil fis-sistema. Sfortunatament, dan it-tibdil ikkawża xi instabilità, partikolarment meta ħafna nies jippruvaw jagħmlu appuntamenti fl-istess ħin. Nifhmu li dan jista' jikkawża inkonvenjent, u aħna sinċerament niskużaw ruħna għal kwalunkwe frustrazzjoni li dan jista' jikkawża. **Jekk tiltaqa' ma' xi problemi waqt li tipprova tagħmel appuntament, iekk jogħġbok ipprova mill-ġdid aktar tard.** Grazzi għall-fehim u l-paċenzja tiegħek.



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



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zejtunmiddlesecondaryschool.com



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Suġġerimenti Oħra:

- **Ipprova aġmel l-appuntamenti** filgħodu kmieni jew filgħaxija tard jista' jkun hemm inqas traffiku.
- **ħassar il-cache u l-cookies tal-browser tiegħek:** Dan xi kultant jista' jsolvi glitches tekniċi minuri.
- **Uża browser differenti:** Jekk browser wieħed qed ikollu problemi, ipprova ieħor (e.g., Chrome, Firefox, Edge).
- **Ikkuntattja l-iskola direttament:** Jekk tibqa' tesperjenza problemi, ikkuntattja l-uffiċċju tal-iskola għall-assistenza.

L-Amministrazzjoni tal-Iskola