

A how to guide...

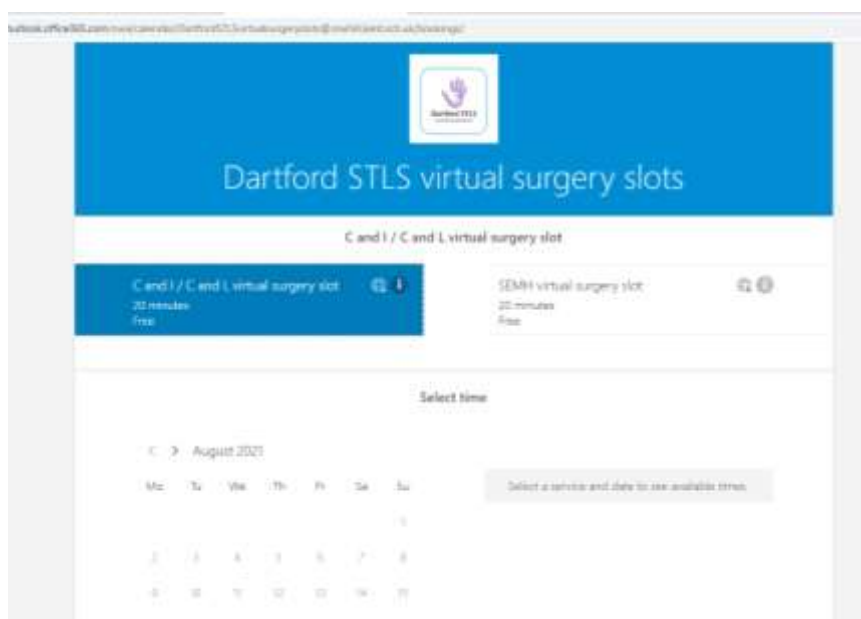
How to use the online Dartford STLS virtual surgery booking site to book a slot

1. Click on the link or scan the QR code below

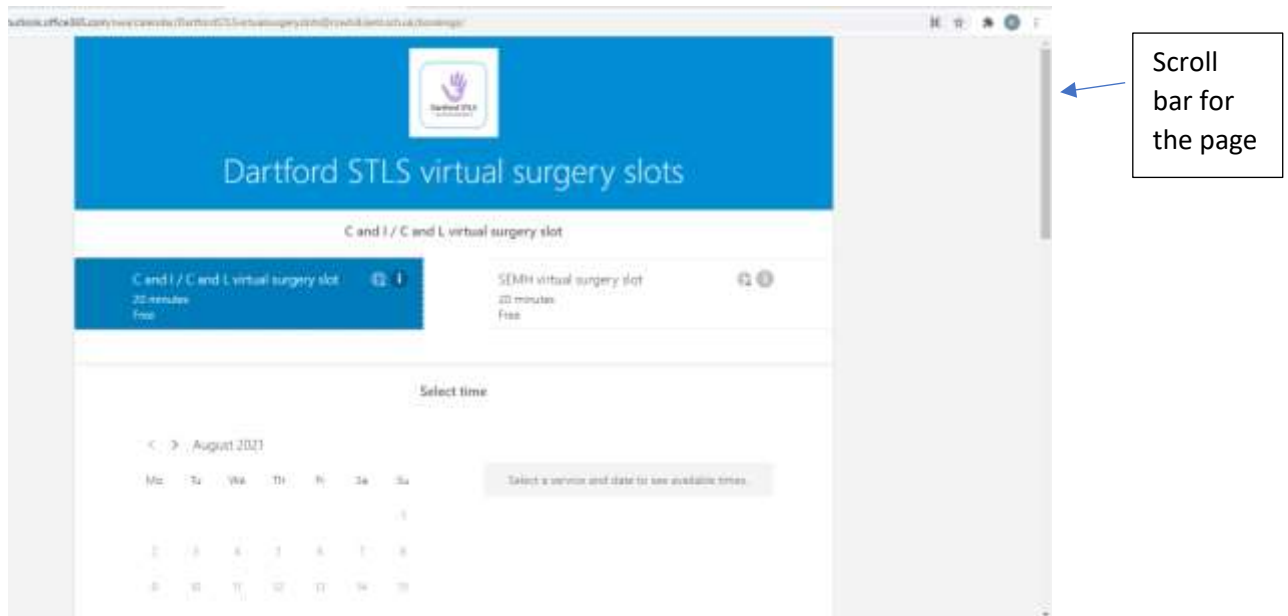
<https://outlook.office365.com/owa/calendar/DartfordSTLSvirtualsurgeryslots@rowhill.kent.sch.uk/bookings/>



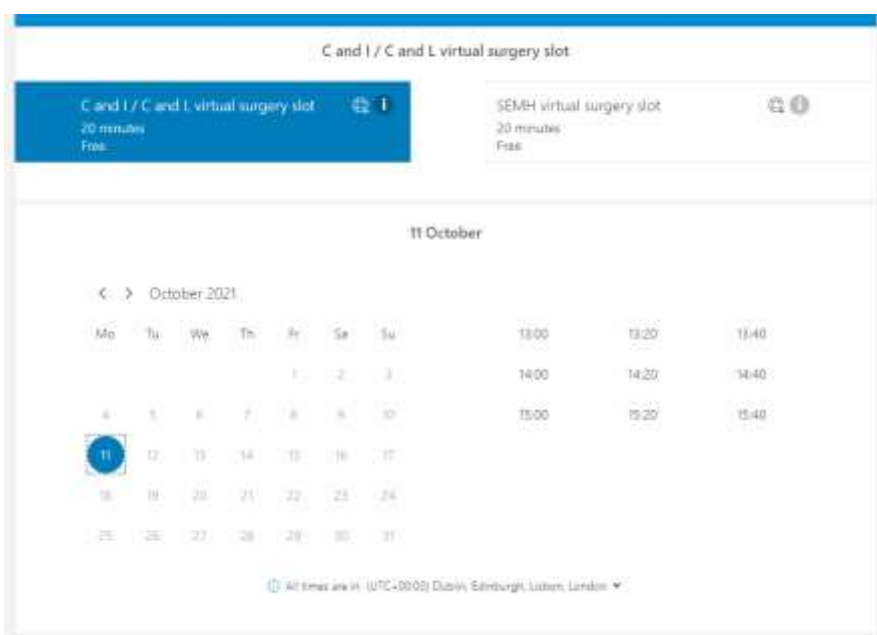
2. Click on the surgery you wish to attend (Either SEMH or C and I/C and L combined).



3. Scroll down the page to find the dates available for the surgeries (all the dates are listed in the training brochure and on the virtual surgeries flyers available).



4. Select the date of the course and a range of available appointment times will appear. These are the start times of the appointments available.



5. Select the time you wish to book.

The screenshot shows a booking interface for a virtual surgery slot. At the top, there are two options: "C and I / C and L virtual surgery slot" (20 minutes, Free) and "SEMH virtual surgery slot" (20 minutes, Free). Below this is a calendar for October 2021, with the 11th of October selected. To the right of the calendar is a grid of time slots: 13:00, 13:20, 13:40, 14:00, 14:20, 14:40, 15:00, 15:20, and 15:40. The 14:20 slot is highlighted in blue. At the bottom, there is a note: "All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London".

6. Scroll down the page to add your details and secure your booking.

The screenshot shows a form titled "Add your details" and "Provide additional information". The "Add your details" section has three input fields: "Name", "Email", and "Phone number". The "Provide additional information" section has three input fields: "Please add the name of your school:", "Please add your role:", and "Please add the main need of the pupil you wish to discuss anonymously. Please make sure you are signing up for the appropriate SEMH surgery:". A scroll bar is visible on the right side of the page, with a blue arrow pointing to it and a text box that says "Scroll bar for the page".

https://outlook.office365.com/owa/calendar/DartfordSTLSVirtualSurgerySite@rowhill.kent.sch.uk/bookings/

Please add the main need of the pupil you wish to discuss anonymously. Please make sure you are signing up for the appropriate SENCO surgery.

--select an option--

Please tell us why you are attending a virtual surgery? What would like support or advice about? Please provide a brief overview - year group and challenges for the pupil/staff.

Please check this box to provide your consent for Dartford STLS to collect, process and store your data in order to agree the booking.

Your data will only be used by Dartford STLS. We will not share your data with any third parties.

The data we request from you is used to process your booking to attend a Dartford STLS event, such as training, virtual surgery or transition event. It will also be used to contact you should the need arise prior to or following the event.

Your personal information is kept private and stored securely until a time it is no longer required or has no use.

If you wish to withdraw your consent at any stage, please contact Lucy Aspinall aspinall@rowhill.kent.sch.uk to notify us and confirm this. Thank you.

Book

01322 937897

Once you have booked a confirmation message will appear and you will receive an email to confirm your booking. Please remember to check your junk/spam email. Please keep the email as this is what you will need to go back to if you need to change or cancel your booking. If you require support please contact Lucy Aspinall aspinall@rowhill.kent.sch.uk or phone 01322 937897.