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A Colfe's Associate School

28 May 2021

Dear Parent/Carers,

Year 8 Parents' Evening – Thursday 10th June 2021 - Online Appointment Booking

We warmly invite you to our **Year 8 Parents Evening** on Thursday 10th June 2021 between the hours of 4.00 – 7.00pm. This is an important occasion for you and your child as you will be able to meet with all their subject teachers and discuss their recent academic progress and any questions you may have regarding their engagement and behaviour in lessons over the last 5 terms.

You will be able to attend by making a virtual video appointment with your child/ren's subject teachers using our new SchoolCloud platform. The booking system opens and is available to you from 3:00pm from Friday 28th May and up until 3.00pm on Thursday 10th June 2021, the day of the Parents Evening. This gives you longer to make your appointments than usual.

The virtual video calls will last 5 minutes for each subject teacher's parental consultation.

We are running this new and easy to use online appointment booking system that allows you to choose your own appointment times with teachers. Once completed, you will receive a confirmation email of your booked appointments. We strongly encourage you to meet with all you child's subject teachers.

Here is a link to a video which shows you how to login to book, and later attend, video appointments at the Year 8 Parents Evening. (A copy of this video will also be on the College website so that you can access it at any time)

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Also attached to this letter is a written guide on how to book and attend appointments.

If you have any problems setting up appointments for this parent's evening the college will be running a **Zoom help session on Tuesday 8th June at 4 – 4:30pm** to support any parents that are unsure about the process. A link to the Zoom session will be sent on Tuesday by email morning and we will be talking it through with Year 8 in their assemblies during this week at 2.50pm on Monday and Wednesday afternoons.

To access the site, please visit <https://conisboroughcollege.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). By going onto our website this will take you to the booking system.

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Advice for the evening itself – Thursday 10th June 4.00 – 7.00pm

- Ensure where possible that you are in a quiet area
- Ideally have your child attend with you
- If possible, speak to your child about their learning and or concerns before the meeting so you have any questions ready.
- If possible, speak to your child about any questions they may have about their option choices. Have the options booklet and form to hand.

Yours faithfully,



Dr S Aylward
Assistant Headteacher



Mr S Lewis
Head of Year 8

Video Appointments: Parents

How to attend appointments over video call

This video shows you how to log in to book, and later attend, video appointments at your school's Parents Evening. Underneath the video is a help article with written information to the same effect and, at the bottom, details of **how to invite another parent/guardian to join your appointments**.

[Video Parents Evening Demonstration](#) from [SchoolCloud](#) on Vimeo.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
iPhone/iPad: Safari **Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.**
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.



You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.

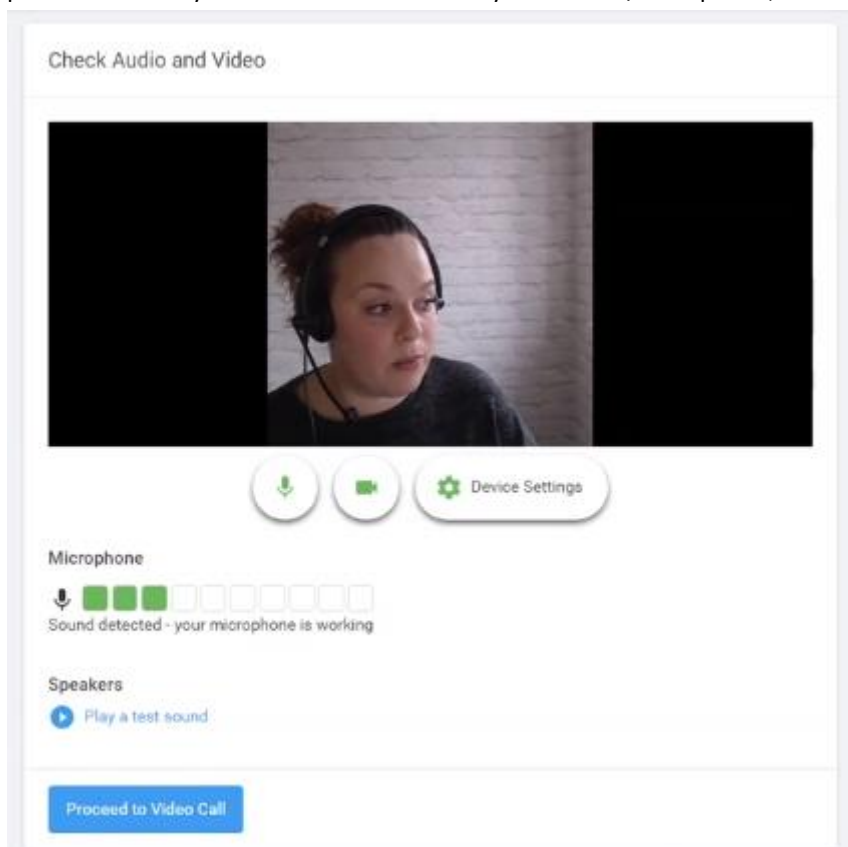
January Progress Meeting

First appointment: 12/01/2021 16:00

[Join Video Appointments](#)

2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.



From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

2. The Video Call

On this screen you can see the following, when in a call:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera.



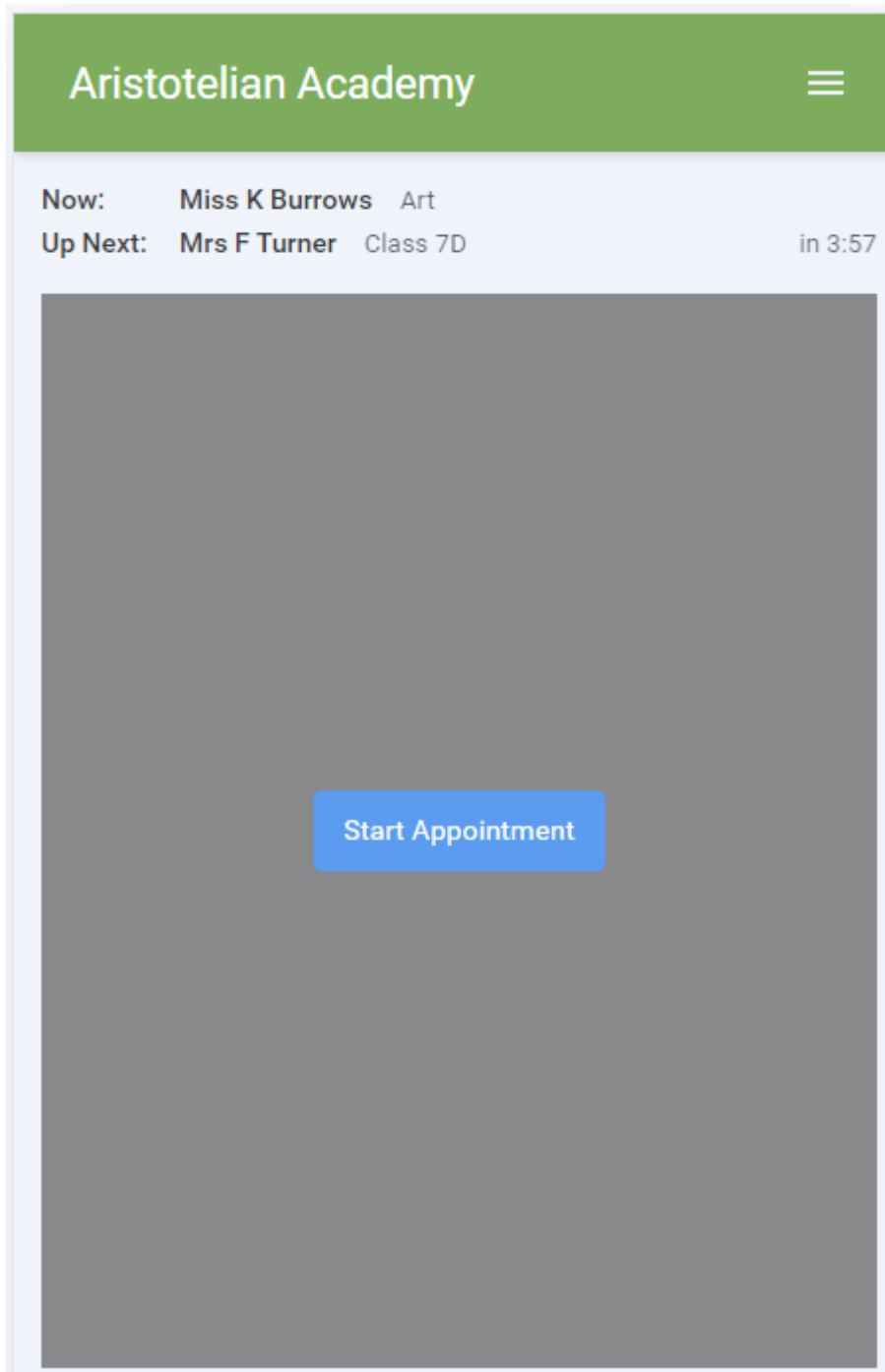
When another person is available these also show a pick up button to start the call



and a hang up button to leave the call.

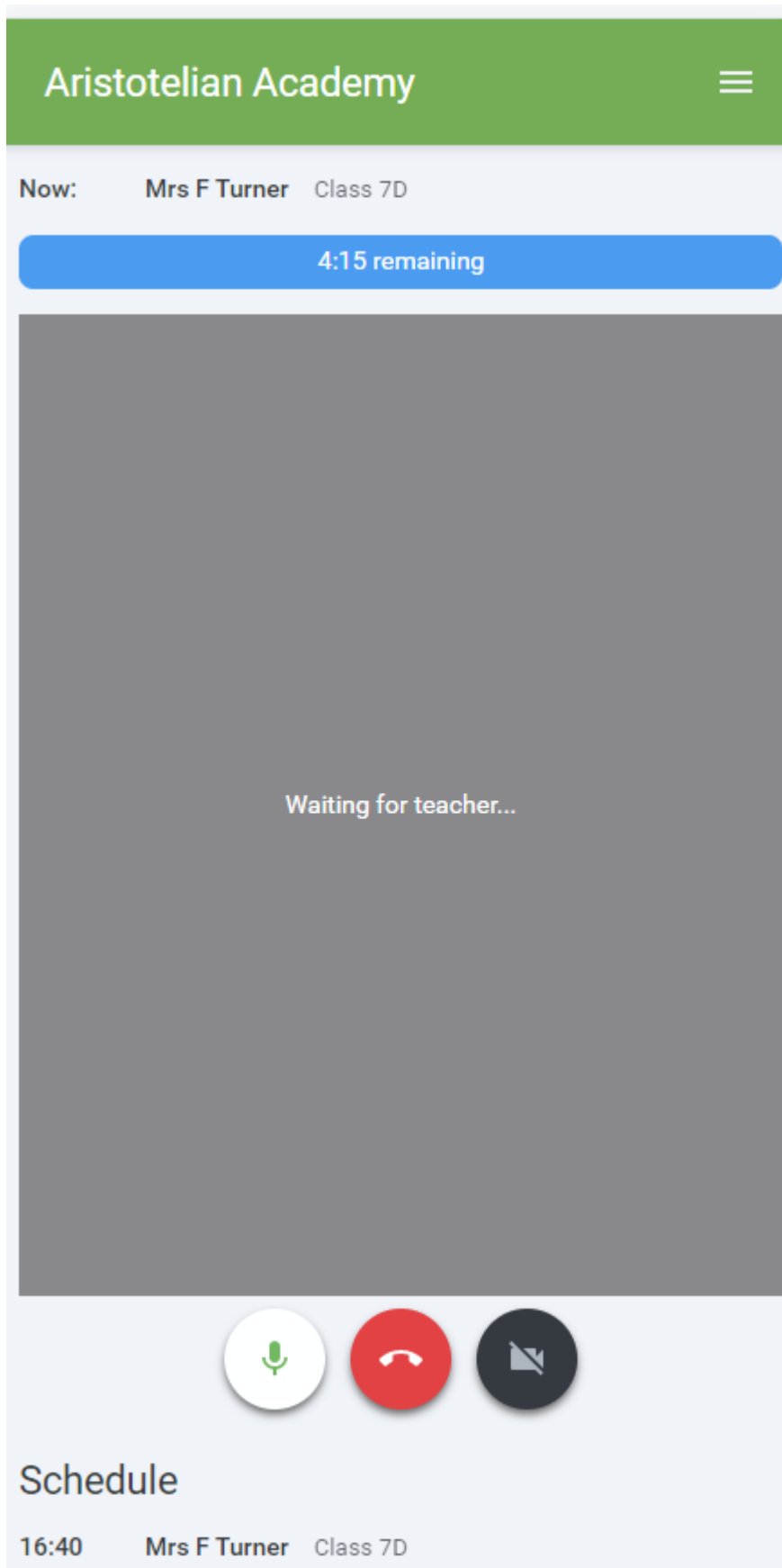


- In the middle, when your appointment is due to start, the *Start Appointment* button.



3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.



When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

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You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.

4. Follow on calls

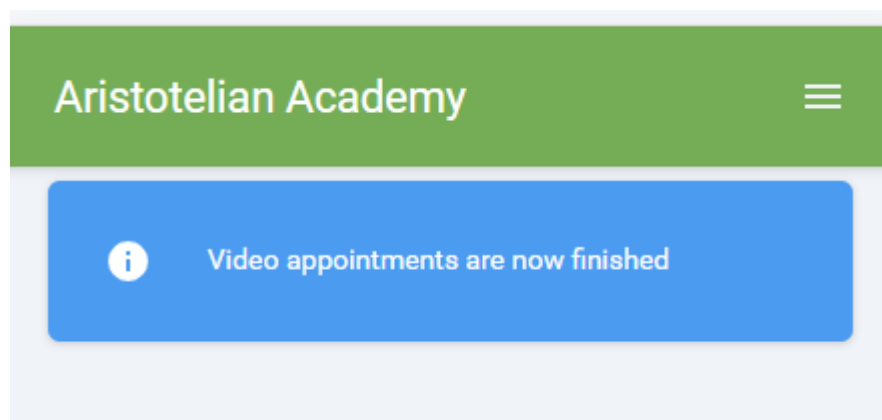
If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment.

The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.







Inviting another parent/guardian to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will

show as *Manage Invites* instead.

January Progress Meeting **Tuesday, 12th January**
3 appointments from 16:00 to 16:25

 Print  Amend Bookings  Invite Parent/Guardian  Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian ✕

You may invite an additional parent/guardian to also attend the video call.

Name *

Email *

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

Liz Aaron

Chris Aaron

[Send Invite](#) [Close](#)

You **must** enter

a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

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Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:

<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and allows you to *Resend* invites or *Remove* them.

Manage Invites



You may invite an additional parent/guardian to also attend the video call.

New Invite

Invite Parent/Guardian

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron

eaaron@test.com

For: Liz Aaron

Resend Invite



Remove

Jane Aaron

jaaron@test.com

For: Sophie Aaron

Resend Invite



Remove

Close

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.