Headteacher: Mr J Parr BA Hons

5th May 2021

Dear Parent/Carer,

Year 8 Progress Evening Thursday 20th May 15:30 – 18:45

We would like to invite you to 'attend' our Year 8 Progress Evening. Given the Covid restrictions it is not possible to hold this event in school, but we do have an online video call system that we will use to allow you to meet the teachers and discuss your child's progress.

The online booking system gives you the opportunity to choose your own appointment times with teachers and you will receive an email confirming these with a link to access the video appointments. This of course raises questions about how the system works and what device you need to access the appointments. There is a short video showing you how this process works and what device you need here. There is also a written guide to making appointments at the end of this letter.

We hope you feel able to attend this event and meet teaching staff to discuss your son/daughter's progress and target areas for improvement. Appointments are 5 minutes long and end automatically after this time, so please do not be offended if your meeting ends abruptly. It is possible to use the appointment message section to ask teachers questions in advance to focus each meeting and ensure the meeting is as productive as possible. It would also be beneficial if your son/daughter attended alongside you, so they are involved in the discussions.

Appointments can be made from Wednesday 5th May and will close on Wednesday 19th May at 15:00.
Please visit https://churchstretton.parentseveningsystem.co.uk to book your appointments.

Log in with the following information:
>   Student's Preferred Name
>   Student's Surname
>   Date of Birth

The video call system is still relatively new to us, we have used it with Year 7, 9 and 11 Parents and it worked well for most Parents/Carers during these evenings, but as is ever the case with new technology it sometimes did not function as we had hoped. We have investigated the issue of meetings starting with a blank screen and failing to connect Teachers and Parents, which was brought to our attention in the Parental feedback. School Cloud have advised us that if a meeting starts with a blank screen that both parties should refresh the web page, as this often allows the video meeting to start. Should your appointment 'fail' we will endeavour to arrange for the teacher to contact you separately. Please contact the school at the email address shown above if this affects you.

Yours sincerely,

D Bird

Mr D Bird
Assistant Headteacher

Parents' Guide for Booking Appointments

Browse to https://churchstretton.schoolcloud.co.uk/

Step 1: Login
Fill out the details on the page then click the *Log In* button.
A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening
Click on the date you wish to book.
Unable to make all the dates listed? Click *I am unable to attend*.

Step 3: Select Booking Mode
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.
We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: Choose Teachers
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.
Select the teachers you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments
If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.
If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again or switch to manual booking mode (Step 5b).

Step 5b (Manual): Book Appointments
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.
To change an appointment, delete the original by hovering over the blue box and click *Delete*. Then choose an alternate time.
You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.
Once you are finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Step 6: Finished
All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Watch the video here about video calls

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.