

February 2022

Dear Parent/Carer,

Re: Parents Evening 3

I hope that you are able to celebrate with your child when they bring home their Praising Stars report. Please refer to your child's report and the column requesting you to make a parents evening appointment on **Thursday 3rd March between 4pm and 7pm**. We would now like to offer an opportunity for you to discuss your child's progress with their class teacher, their Learning Manager or the Inclusion Team. **Appointments for years 7-9 will be available to book from Thursday 24th February 2022.**

We are organising a parents' evening that will take place using Google Meet for Years 7, 8, and 9, with face to face appointments for some Year 11, Year 10 and Post 16 students. If you have no internet access, phone call appointments will be available. Please see the following pages for detailed instructions about how to book parents evening appointments.

We hope it will provide you with an ideal opportunity to see some of the staff in school who support your child's progress. It will also enable you to find out what the students will need to do to make even more progress before Praising Stars 4 comes out on Thursday 24th March.

We look forward to seeing as many of you as possible on the night.

Yours faithfully,

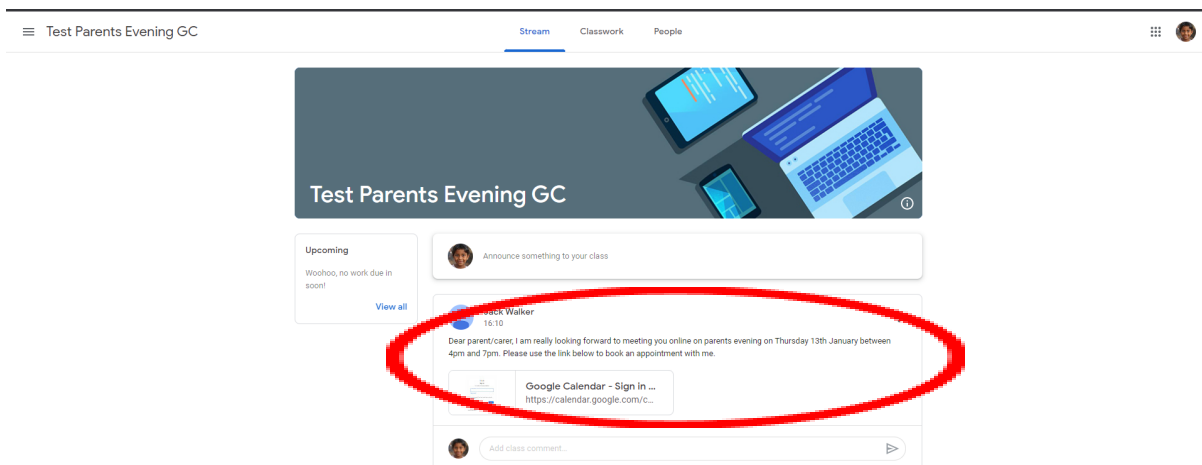
Mr Walker

Assistant Principal

Parents Evening Parent and Student Guide - Thursday 3rd March 2022

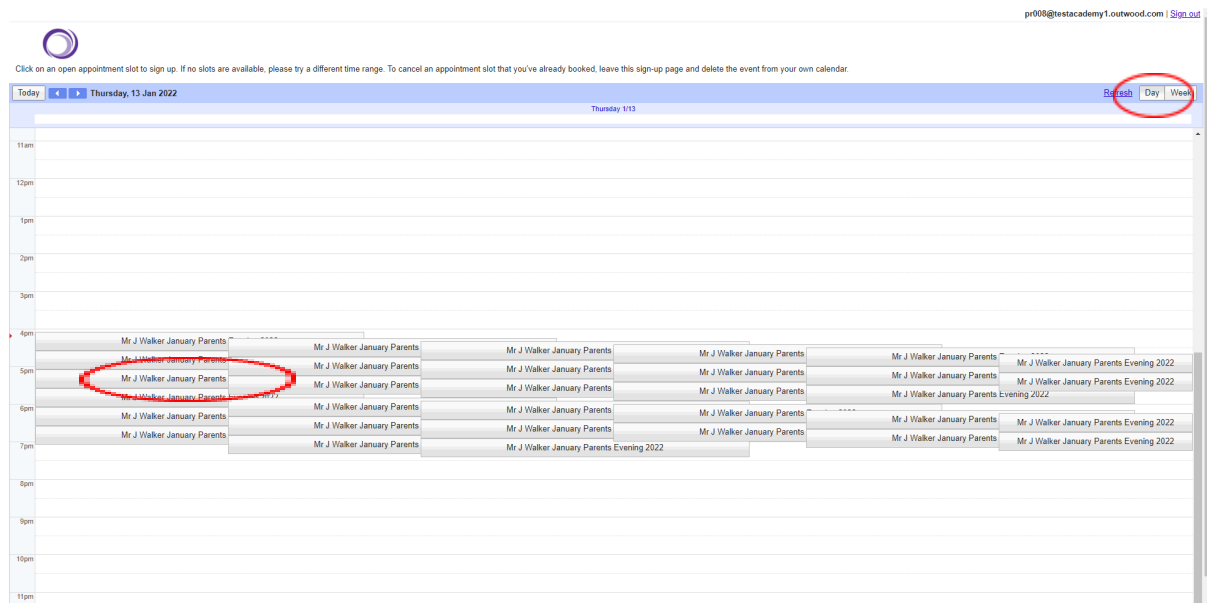
How to book appointments - from 8am on Thursday 24th February

1. Go to classroom.google.com.
2. Log in using your child's Gsuite login details. Their username is their S code email address.
3. Open the Google Classroom of the teacher with whom you would like to book the appointment.
4. In the stream, there will be a post saying:
Dear parent/carer, I am really looking forward to meeting you online (years 7-9) or in person (years 10-11) on parents evening on Thursday 3rd March between 4pm and 7pm. Please use the link below to book an appointment with me.
5. Click on the link provided. This will take you to a calendar.

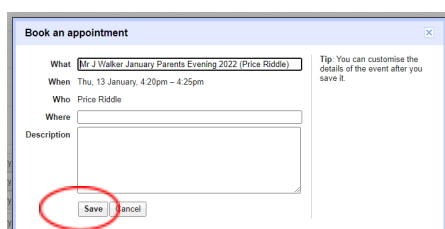


6. In the top right-hand corner, click on "Day", then move across to Thursday 3rd March.
7. You will see some grey boxes. Each box represents an appointment slot with the teacher. Hovering the mouse over each box tells you the time slot that can be booked. If there are no grey boxes, it means the teacher has no remaining appointments; please contact them

through reception to arrange a phone call at an alternative time.



8. Click on the grey box for the appointment slot you would like to book. A box will appear called "Book an appointment".
9. Press "Save". You do not need to add any details.

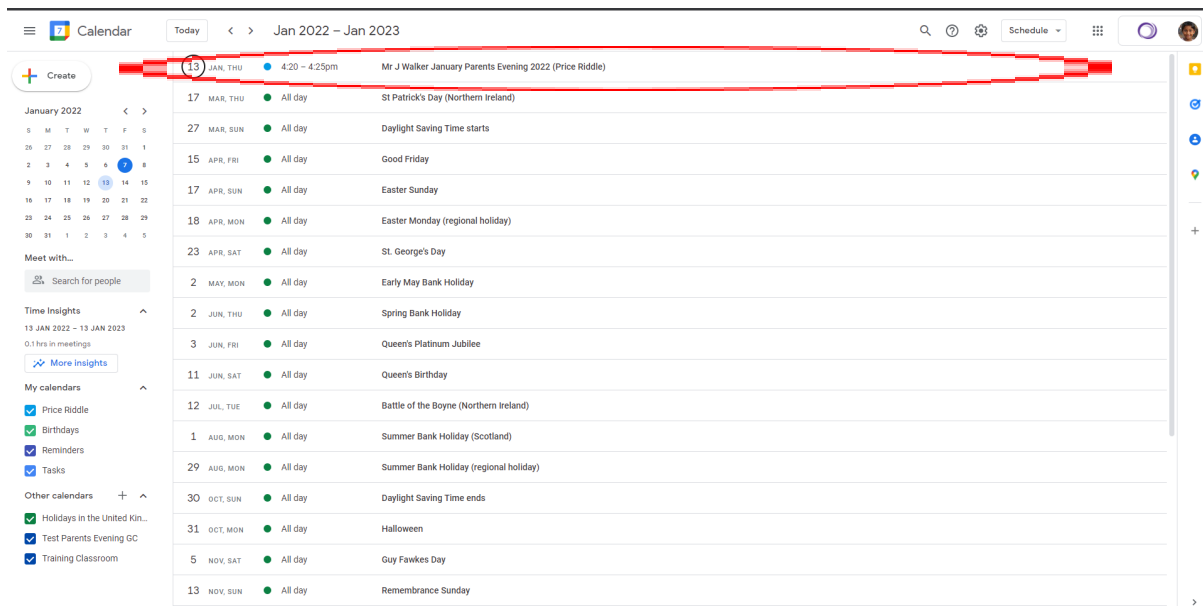


10. When you return to the calendar, the time slot you have booked will have disappeared.

How to see your appointment schedule

1. Go to calendar.google.com.
2. Log in using your child's Gsuite login details. Their username is their S code email address.
3. In the top right-hand corner, where it says "Week" with a drop down arrow, click on this and change it to "Schedule".
4. Go to Thursday 3rd March.

5. The appointments you have booked will appear at the correct time on this calendar.



How to join the video calls on the evening

1. Go to meet.google.com.
2. Your appointments will be listed on the right-hand side. Click on the one you would like to access.
3. Please wait on the call with your camera off until the teacher arrives.
4. When they arrive, the teacher will need to briefly set up the meeting's settings. This should not take too long.
5. The teacher may ask you whether they can record the conversation for training purposes. If you are not happy to be recorded, please make this clear to the teacher.
6. Once the settings are ready, the teacher will start a timer for the remaining appointment time. The call will end when the timer runs to 0:00. This is to ensure fairness for all parents, meaning everyone gets an equal opportunity to discuss their child's progress. A warning will be given with 30 seconds remaining. Should you have more to discuss, the teacher will offer to phone you at a later date.

What if parents do not have internet access?

We only have a limited number of external phone lines. Therefore, the default option must always be a Google Meet appointment. However, for parents with no internet access, teachers can book phone call appointments. Please ask your child to see their teacher(s), who will arrange for the phone call appointment to be made.