



21 February 2022

Dear Parent / Guardian

YEAR 13 PARENT/TEACHER MEETING-ONLINE VIDEO APPOINTMENTS

The Year 13 Parent-Teacher Meeting will take place on **Thursday 3 March 2022**. You will have the opportunity to speak with your son/daughter's subject teachers between **4.30pm** and **6.30pm**. Please note that subject teachers are only available to meet virtually with parents/guardians during this time and you will meet with one teacher per subject.

The Parent-Teacher Meeting offers you a chance to engage in a brief discussion with teachers regarding your son/daughter's progress in that subject. Typically, teachers will comment on your son/daughter's effort, performance and attitude to learning. Given the limited time available, it will not be possible for teachers to participate in extended conversations. However, if there is a particular issue or concern which you feel requires further discussion, please telephone the school or make an appointment to speak to the appropriate member of staff.

To facilitate our Parents' Evenings, St. Mary's has introduced an online system which allows you to choose your own appointment times for meeting with the teachers. Each appointment will last **5 minutes**. You must ensure you are available at the appointed time and that you have carried out a test of your equipment to enable the video appointment to proceed.

Please visit <http://stmarysgrammar.schoolcloud.co.uk/> to book your appointments. A short guide on how to book appointments is included with this letter. The following link provides you with a useful video which fully explains how to book and attend your appointments: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Appointments for the Parents' Evening will be open for booking from 9am on **22 February 2022** to 12.30pm on **3 March 2022**. I strongly recommend that you have read and watched the relevant guidance prior to the opening of the booking period.

We look forward to seeing you at the meeting.

With every good wish,

Yours sincerely

F. Dunlop

F. Dunlop (Mr)
Acting Principal



**Protocol and Guidance for
Virtual Parents' Evening**

<https://stmarysgrammar.schoolcloud.co.uk/>

Please follow the protocols below when attending a Virtual Parents' Evening:

- Conversations should take place in appropriate locations. Only the participants of the meeting should be present.
- Conversations must not be recorded.
- Both teachers and parents have the choice of using audio only and/or video.
- Please be on time as the appointment times are not flexible and will start and finish exactly on time. Appointments will be automatically stopped once the allotted time has ended.

Helpful Hints for Booking and Attending Video Appointments

Booking an Appointment (more detail on Pages 2-3):

- Check the name of your son/daughter matches exactly to what we have on the school system. In particular if your child has a fada in their name this must be entered. If your surname is for example O'Kane or O'Neill do not put any spaces within the surname.

Attending a Video Appointment (more detail on Pages 4-7):

- The parent who makes the appointments **MUST** be the one to log in as the appointments are linked to his/her details only and **NOT** to the other parent.
- Try logging on up to an hour before - if you can't see "Join Video Appointments" check as below.
- Make sure your **camera and microphone and volume are fully enabled** in your settings and that you have allowed the system to access them.
- Better sound is achieved if **only one person speaks (closely)** to the microphone at a time.
- If one party loses connection please **just wait whilst they log in again** - you should be able to resume the conversation.
- If there is a sound /display issue **try clicking the microphone/camera icon off and on again.**
- If there is still an issue **try logging off and logging on again** or try another device.
- If possible **have a backup device ready** for you to log on and use.

Parents' Guide to Booking Appointments

Browse to <https://stmarysgrammar.schoolcloud.co.uk/>

Returned to the Email letter page for the Booking System.
Appointments can be arranged via a link from the email confirmation. Please ensure your email address is correct.

Your Details

Title	First Name	Surname
Ms	Rachael	Abou
Email	Confirm Email	
rabou@stmarys.com	rabou@stmarys.com	

Student Details

First Name	Surname	Registration Class
Bea	Abou	11A

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September.
Note that on the 13th there will be some available both in-person and via video call.

Click a date to continue

- Monday 13th September
in-person & video call
View for bookings
- Tuesday 14th September
in-person
View for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue

Choose earliest and latest times

14:00 14:30 15:00 16:00 17:00

Your availability 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see please un-tick them before you continue

Ben Abou

Mr J Brown
Class 11A

Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for 2 minutes. If you're happy with them, click the button to accept them.

Teacher	Subject	Subject	Room
Mr J Brown	Maths	English	11
Mrs A Wheeler	Maths	Maths	12
Mr J Brown	Maths	English	11

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't 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.

	Mr J Brown SENCO (A2) 8m	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 8p
16 30		✓	
16 40			
16 50	+		+
17 00			+

Step 7: 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 clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

September Parents Evening			Tuesday, 14th September
Print	Amend Bookings	Subscribe to Calendar	
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
Time	Teacher	Student	Subject
16 15	Ms Mark Lubbock	Jason Aaron	English
16 30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening 2 appointments from 16 00 to 16 15			Monday, 13th September Please call
September Parents Evening 2 appointments from 15 00 to 15 15			Monday, 13th September in person

Step 8: 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*.

How to attend a Video Appointment:

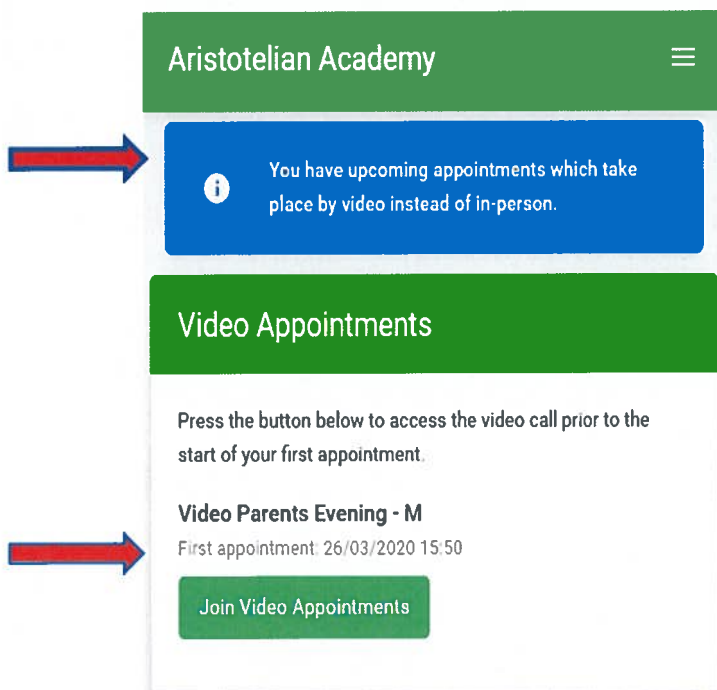
In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Edge (latest version)
Mac: Safari, 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.

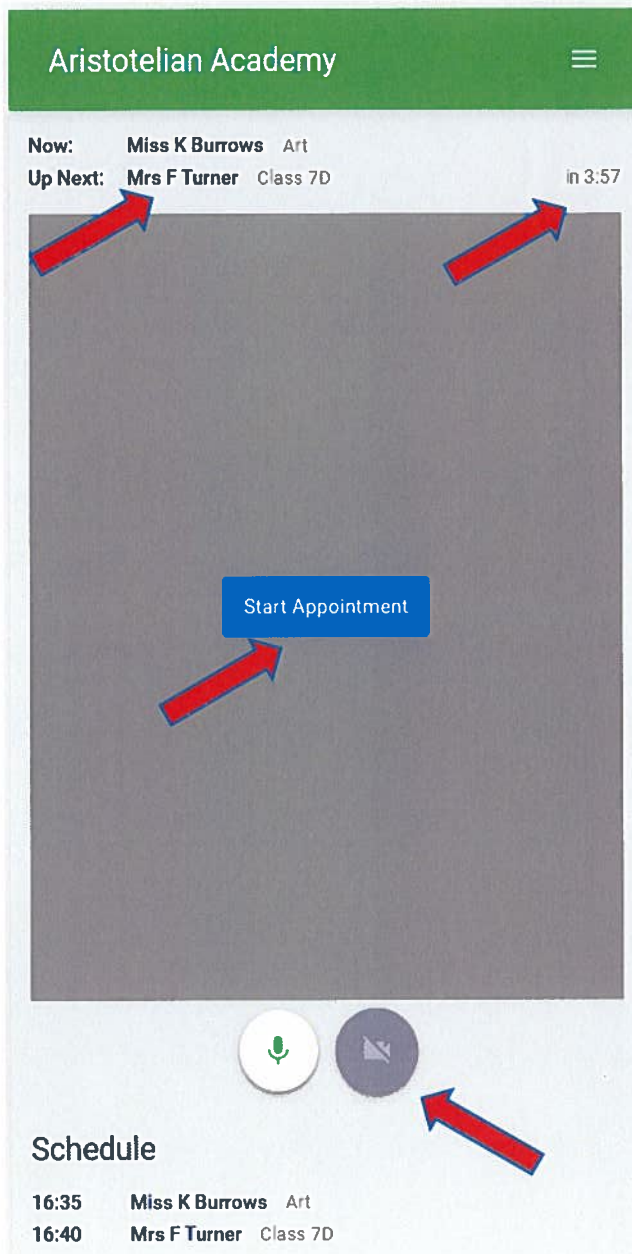
How to attend your appointments via video call



1. Log in and go to the Evening

On the day of the video appointments, 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. This will become available 60 minutes before your first appointment.



2. The Video Call screen

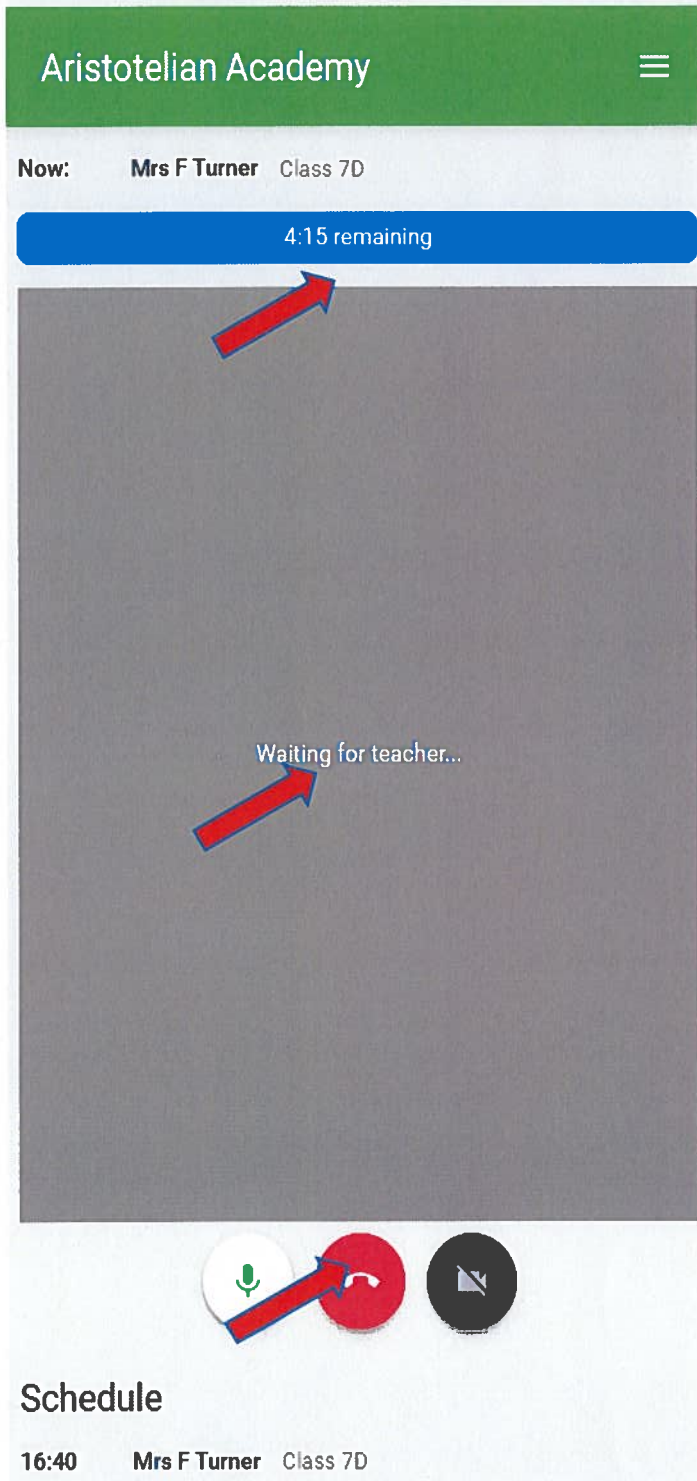
When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow **access to your camera/microphone**, in which case please click yes.

On this screen you can see the following:

- 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** (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the ***Start Appointment*** button.

Keep scrolling down!

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.

You will also see **the remaining time for the appointment counting down** in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

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.

