

Our Ref NBT/SLB

23<sup>rd</sup> November 2020

Dear Parents and Carers of Year 11 Students

RE Year 11 Parents' Evening Thursday 3<sup>rd</sup> December 2020 5-8pm

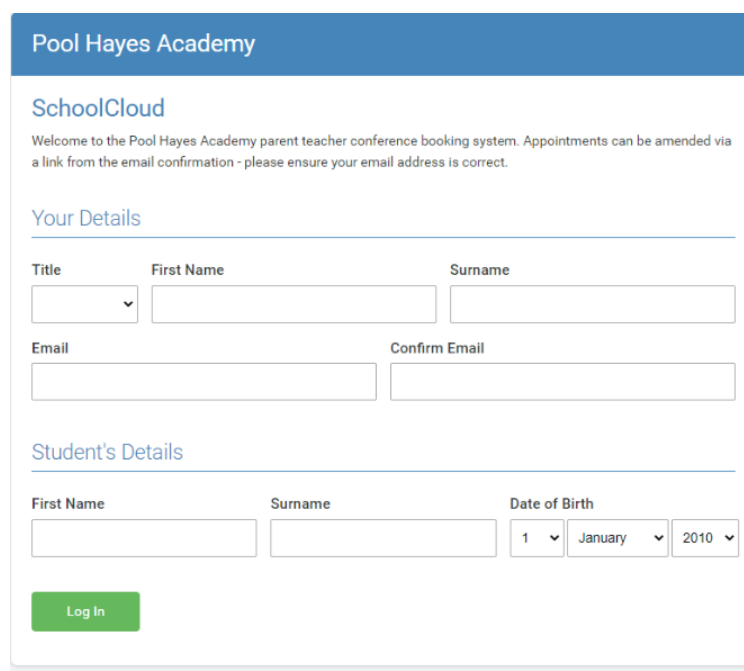
On Thursday 3<sup>rd</sup> December we will be hosting our year 11 parents evening. This is a crucial moment for you to discuss your child's progress with each of their teachers. Being now in Year 11, the focus of the discussion will be on each student's progression towards their target grades at the end of this year.

In order to ensure everyone's continued safety, this will be the first parents evening of the year to be held virtually. We will be using our existing software ('School Cloud Parents Evening') to book and host the online parents evening.

At home, you will need an electronic device with camera and microphone capabilities (such as a laptop, tablet or smartphone) alongside a broadband connection or mobile telephone connection with data.

Prior to the evening we will require you to book appointments for each of your child's classes. You can book these appointments via this link; <https://poolhayesacademy.parentseveningsystem.co.uk/> or via our school website – Parents – Parents Evening and clicking on the link. You will need your email address that the school holds for you.

Below is a copy of the Parents Evening home page.



The screenshot shows the 'Pool Hayes Academy' header in a blue bar. Below it is the 'SchoolCloud' logo and a welcome message: 'Welcome to the Pool Hayes Academy parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.' The form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A green 'Log In' button is located at the bottom left of the form.

The Parents Evening booking system will open on Tuesday 24<sup>th</sup> November at noon and close on 2<sup>nd</sup> December at noon.

Please note that if your child has more than one teacher for a subject, there will be a nominated teacher for that subject whom you will meet with on the evening. Depending on their pathway, most students will study between 8 and 10 subjects. When you have booked all your appointments, please keep a note of your times for reference on the evening.

Prior to your first appointment on the evening, you will need to have returned to the link for your appointments. When you log back in, your appointments will be available, and you can select them at the appropriate times throughout the evening. Please note that each appointment will be six minutes long and the software will end this once the timer reaches zero. This is important as it ensures that all students and their families have an opportunity to discuss their progress. If anything becomes clear throughout the evening which requires more than this length of time to discuss, please arrange with the teacher another opportunity to discuss.

We recommend that you optimise your bandwidth on the evening to ensure that the video call is the best possible quality. If you are using a broadband provider, we recommend that all other devices which make use of the bandwidth are switched off. This includes other laptops, tablets or phones not being used for the video call, smart CCTV or doorbells, and Smart TVs. By turning these off, you prevent the dilution of the bandwidth and ensure that the call is the best quality that you can. We also recommend that you either use an ethernet cable where possible, or remain close to your wifi router if you are using wireless. If you are using a mobile phone network provider then we recommend that you find the optimum location within your house to get the best reception.

Further advice can be found here; <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

If you have any questions, please direct them to [office@poolhayes.attrst.org.uk](mailto:office@poolhayes.attrst.org.uk) and we will be in touch to support you further.

A handwritten signature in black ink, appearing to read 'Mr Bradnick-Thompson', with a long horizontal line extending to the right.

Mr Bradnick-Thompson  
Vice Principal