

10th March 2023

Dear Parent/Carer.

Year 10 Parents' Evening

You are invited to attend the Year 10 parents' evening on **Wednesday 29th March 4.00pm to 7.00pm.**

For your convenience all appointments will be held online through the parents' evening booking system.

Making appointments.

- Please click on **Huntcliff.schoolcloud.co.uk**
- When you have finished making your appointments, you will receive a confirmation email with a link to click to start your first appointment on the day.
- It is important that we have an up-to-date and accurate email address to send the confirmation to. If you have changed your email address recently, please email reception@huntcliffschool.co.uk at the earliest opportunity.
- If you are having trouble booking appointments, please contact your child's Year Leader who will be able to support you in this.

The booking system will be open to make appointments from now until 12 midday on Wednesday 29th March 2023. Appointments will last for a maximum of 7 minutes and will be allocated on a first-come-first-served basis, so **please book early to avoid disappointment.** For pupils whose parents do not reside together, please be aware that there can only be one meeting per subject so the meeting must be taken by one parent or with both parents present. There is a simple way for a parent to invite the *other* parent to a meeting once the appointment has been made and you can find details on how to do this using the link towards the bottom of the next page. Parents cannot make separate appointments for the same subject. If at all possible, please ensure your child is with you for the meetings. If you do make an appointment and are not able to attend, please cancel the appointment so that others can book. If there are no available appointment times to suit you, please contact the relevant teacher via school email and we will arrange a separate time to report upon the progress of your child.

Discussions during parents' evening will focus upon; attitude to learning, aspects of strength and areas for development. Teachers will give guidance on what needs to be done to continue to make further progress.

Which device to use

We have conducted trials using smartphones, tablets, PCs and laptops and in order to make video calls you need to have as a minimum:

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

*appointments are possible without a camera but we would prefer that teachers, parents and pupils can all see each other as in a 'face to face' parents evening.

Whichever device you choose to use for the appointments, please ensure that the time is set to Greenwich Mean Time (GMT) so that appointments start and finish on time.

How to attend your appointments via video call

On the day of the event, please go to huntcliff.schoolcloud.co.uk or click the login link from the bottom of the email confirmation you will have received after booking your appointments. 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. 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, 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.

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.

Here is a link to more in-depth instructions. We strongly advise you to use it prior to the event:
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Thank you for your continued support. We look forward to seeing you and your child on the **29th March**.

Yours faithfully



Mr P Clayton
Assistant Headteacher