

February 2022

Dear Parent/Carer,

Re: Year 7 to Year 9 Parents Evening 3

I hope that you were able to celebrate with your child when they brought home their Praising Stars report. Please refer to your son/daughter's Praising Stars Report and the column requesting you to make a parents evening appointment on Thursday 3rd March between 4pm and 7pm. If an appointment has been requested, we would like to offer an opportunity for you to discuss your child's progress with their class teacher. Appointments will be available from Monday 28th February 2022.

We are organising a Parents Evening that will take place using Google Meet on Thursday 3rd March between 4.00pm and 7.00pm for Years 7, 8, and 9 with some face to face appointments for some Year 11, Year 10 and Post 16 students. Please see the following pages for detailed instructions about how to book the Year 7 to Year 9 parents evening appointments remotely.

We hope it will provide you with an ideal opportunity to meet some of the staff in school who support your child's progress.

Yours faithfully

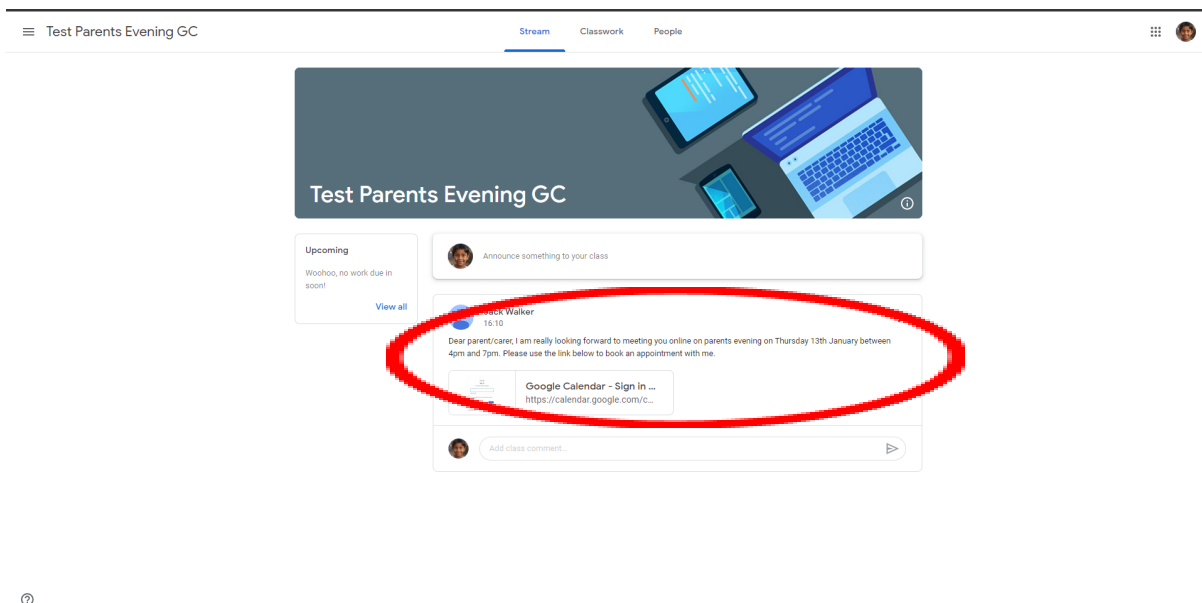
A handwritten signature in cursive script, reading "E. Ferrarelli". The signature is written in black ink on a white background.

Mrs E Ferrarelli
Associate Vice Principal

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

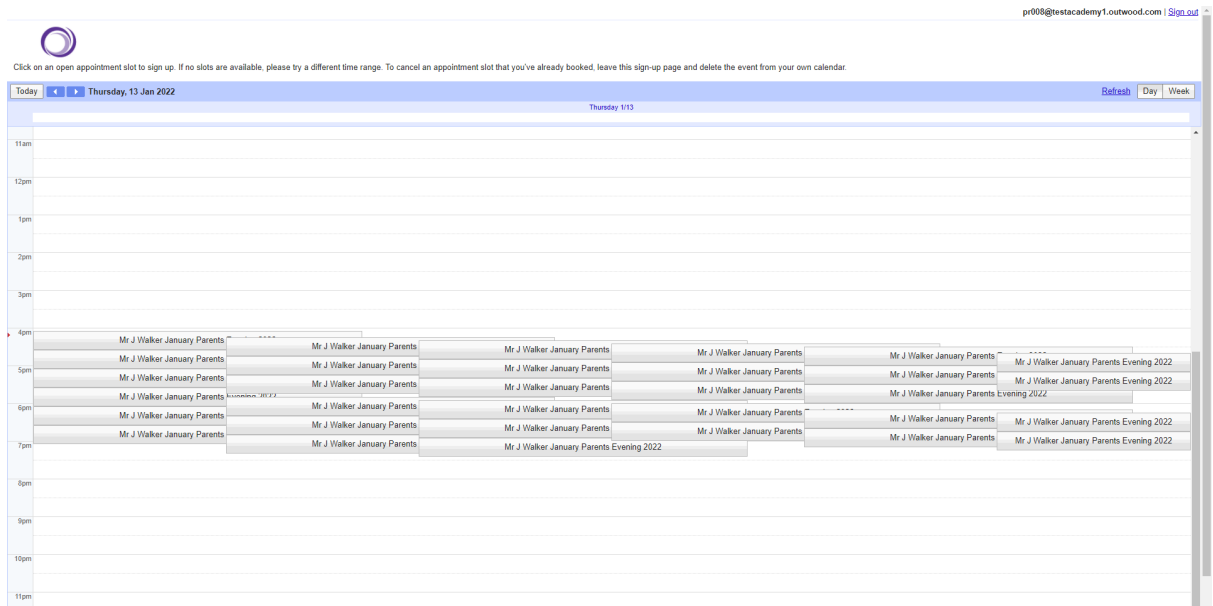
How to book appointments

1. Your son/daughter needs to login and go to their google classroom.
2. Your son/daughter needs to open the Google Classroom of the teacher with whom you would like to book the appointment.
3. In the stream, there will be a post saying:
Dear Parent/Carer, please refer to your son/daughter's Praising Stars Report and the column requesting you to make a parents evening appointment on Thursday 3rd March between 4pm and 7pm. If an appointment has been requested, please use the link below to book an appointment. I look forward to meeting you.
4. Click on the link provided. This will take you to a calendar.

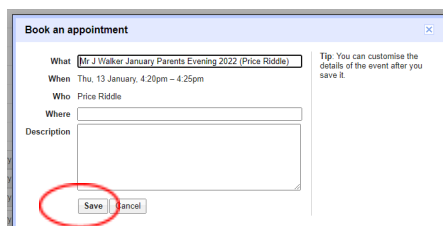


5. In the top right-hand corner, click on "Day", then move across to Thursday 3rd March.
6. You will see some grey boxes. Each box represents an appointment slot with the teacher. Hovering the mouse over each box tells you the time slot that can be booked. If there are no grey boxes, it means the teacher has no remaining appointments; please contact them via the enquiries email address at enquiries@valley.outwood.com clearly stating which teacher you wish to speak to.





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

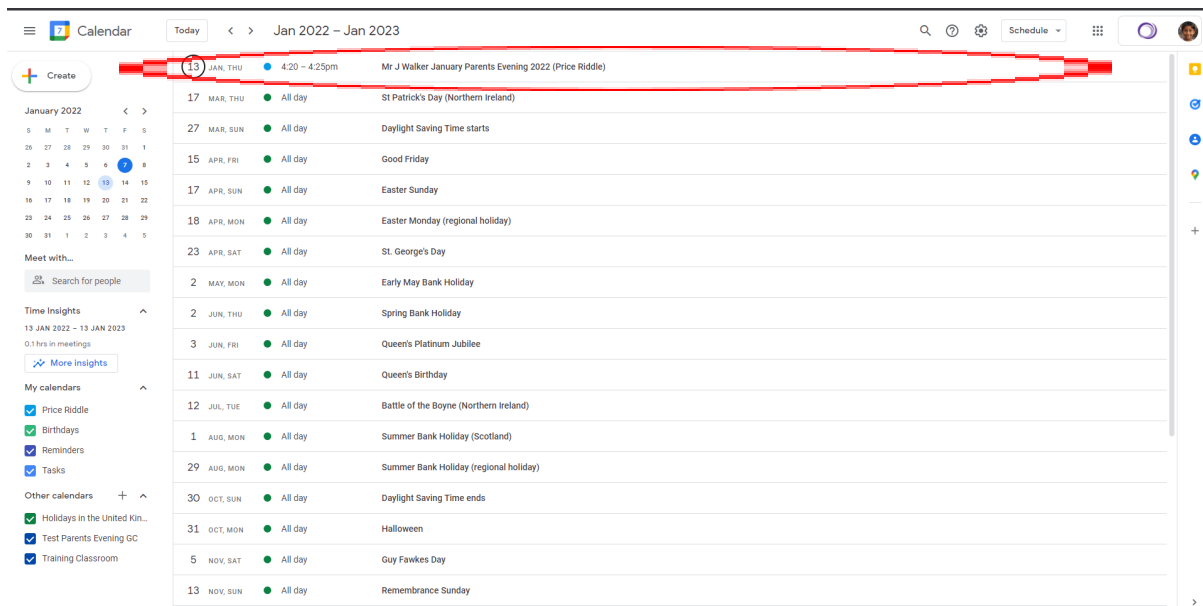


9. When you return to the calendar, the time slot you have booked will have disappeared.

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. Your son/daughter needs to access their Google Classroom.
2. The 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. As advised please contact them via the enquiries email address at enquiries@valley.outwood.com clearly stating which teacher you wish to speak to.