

February 2022

Dear Parent/Carer,

Re: Year 10 and Year 11 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 to book from Monday 21st 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.

Face to face appointments can be booked with your child's class teacher through your child's google classroom or your child can make the appointment in person on your behalf.

Please see the following pages for detailed instructions about how to book the Year 10 and Year 11 face to face parents evening appointments through your child's google classroom.

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

Yours faithfully

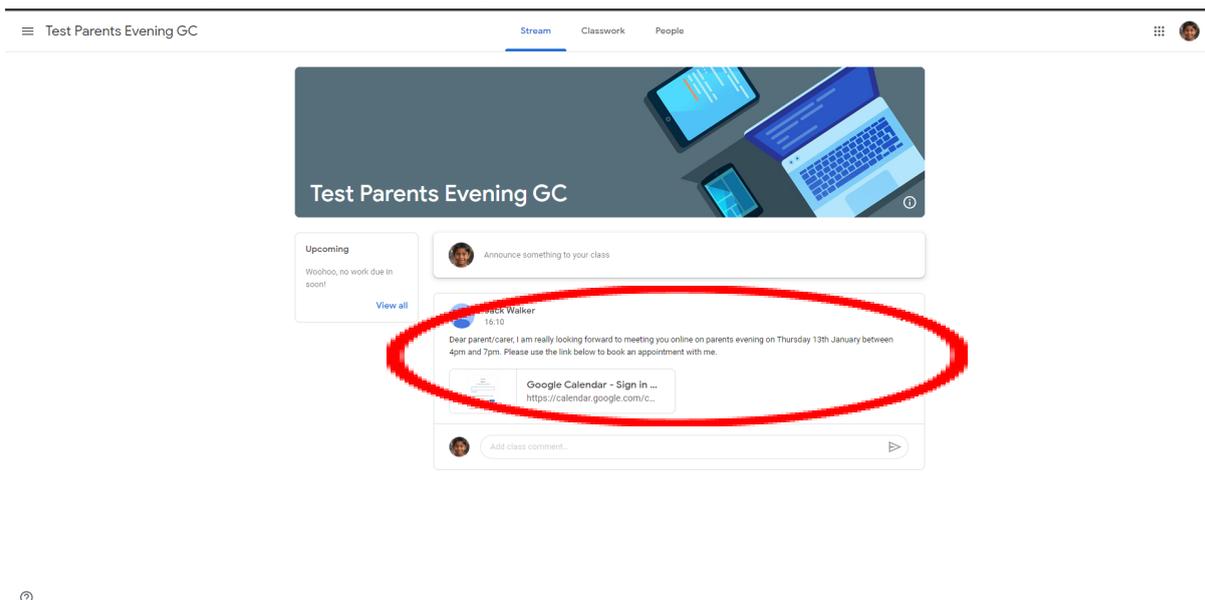
A handwritten signature in cursive script that reads "E. Ferrarelli".

Mrs E Ferrarelli
Associate Vice Principal

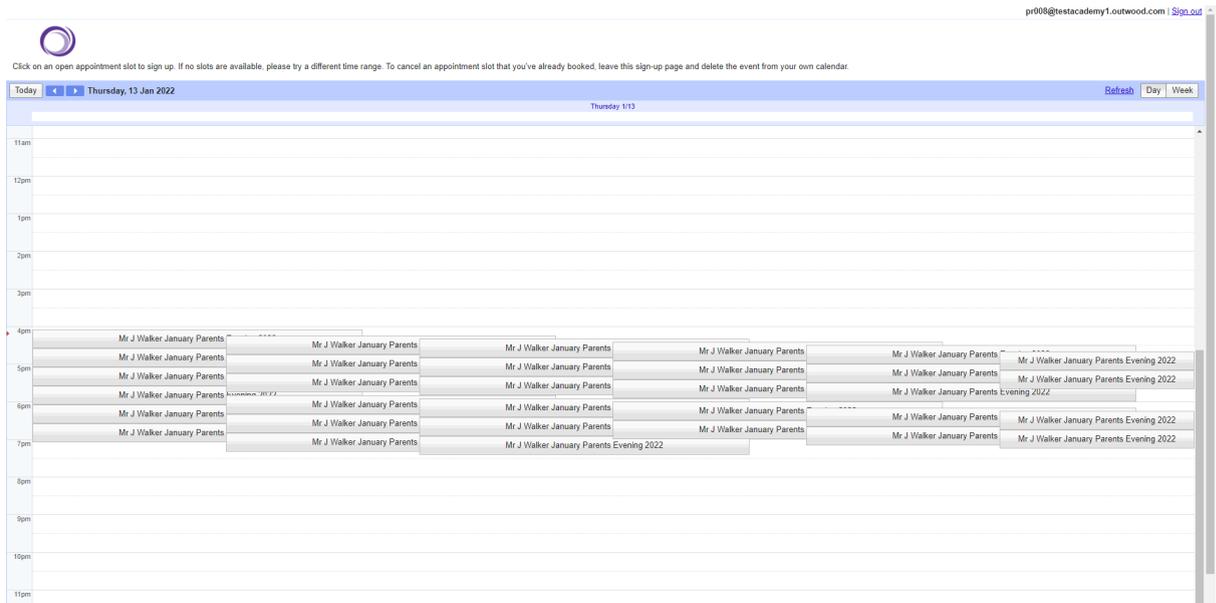
Parents Evening Parent and Student Guide - Thursday 3rd March 2022

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.

The screenshot shows the Microsoft Outlook calendar interface. At the top, it displays 'Calendar', 'Today', and the date range 'Jan 2022 - Jan 2023'. A search bar and 'Schedule' dropdown are also visible. On the left, there is a 'Create' button, a monthly calendar view for January 2022, and a 'Meet with...' section. The main area shows a list of events for the year 2022. A red box highlights an appointment on January 13th (JAN, THU) from 4:20 to 4:25pm, titled 'Mr J Walker January Parents Evening 2022 (Price Riddle)'. Other events include 'St Patrick's Day (Northern Ireland)', 'Daylight Saving Time starts', 'Good Friday', 'Easter Sunday', 'Easter Monday (regional holiday)', 'St. George's Day', 'Early May Bank Holiday', 'Spring Bank Holiday', 'Queen's Platinum Jubilee', 'Queen's Birthday', 'Battle of the Boyne (Northern Ireland)', 'Summer Bank Holiday (Scotland)', 'Summer Bank Holiday (regional holiday)', 'Daylight Saving Time ends', 'Halloween', 'Guy Fawkes Day', and 'Remembrance Sunday'. On the far right, there are icons for email, calendar, and location.

6. Please arrive at the academy in time for your appointment. Appointments will last 10 minutes.