



# Whitburn Church of England Academy

An Academy with Specialist Status in Maths and Computing

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*'Excellence for All'*

26<sup>th</sup> April 2021

## Year 10 Virtual Parent/Carer Evening

Dear Parent/Carer

We would like to invite you and your son/daughter to our Year 10 Parent/Carer Evening on **Wednesday 5<sup>th</sup> May 2021**. The evening will run from **4.30pm until 7.30pm**.

Due to the current situation, we will be holding this evening in 'virtual' format. After successful events for other year groups, we are hopeful that the technology will allow you to 'video-conference' with subject staff to discuss your child's progress.

For the majority of subjects, including Science, your child has been assigned to meet with one teacher who has the overview of his/her progress. As a small number of staff teach several Year 10 classes it may transpire that you are unable to book an appointment due to limited availability. In this instance, please can you join the 'waiting list' for the teacher if you need to speak with them and we shall arrange a time for the staff member to contact you directly as soon as possible.

Parent/carers will have a five-minute appointment with this subject teacher. Appointments will be limited to five minutes, so please be aware that the system actually cuts the connection after this time. Should there be any connection issues, these will be followed up by the school the next day.

Details of the system and a helpful video explaining how to log in and book appointments can be accessed via the link [here](#).

In order to have a video call appointment you need to have as a minimum:

- A device with a microphone or speaker
- A compatible web browser:
  - iPhone/iPad: Safari
  - Android: Chrome or Firefox
  - Windows: Chrome, Firefox or Microsoft Edge
  - Mac: Safari, Chrome or Firefox
  - Linux: Chrome or Firefox

It is recommended that, where possible:

- Smartphones are used for video appointments, if you do not have a smartphone with a front facing camera, use a laptop or computer with a webcam.
- You use a headset or earphones to reduce echo.

PTO

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**Document available in large font, alternative language or audio format on request**



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Please note that both staff and parent/carers have the option to join the meeting without video enabled, so it can simply be an audio call.

The booking system will open at **6pm on Tuesday 27<sup>th</sup> April** and will close at **noon on Wednesday 5<sup>th</sup> May**.

Please type <https://whitburnchurchofengland.schoolcloud.co.uk/> into your browser to book your appointments. **You will need to enter your email address, Title, First Name and Last Name, along with your child's date of birth, to access the booking system.** Once you have booked your appointment online you will receive an email confirming your bookings.

You will also need to log into this system to access your appointments at the time you have booked.

As per our usual format, we ask that parent/carers aim to **collectively book only one appointment per subject** for their child. Two parents/carers can attend the video call, although the software does not currently enable schools to set this up centrally. **If another parent/carer would like to join the call from a different location, once the appointment is made, click on the 'invite parent/guardian' button and enter the additional email address. A link to the video call will then be sent and the additional parent/carer can click the link to join the call.**

On the day of your appointment, please log on in advance of your appointment time in case you have any delays accessing the system and so you can test all is working as planned. You need to click the 'allow' pop-ups to enable your microphone and your camera. If there is a sound or display issue, please try clicking the microphone/camera icon off and on again.

If you are late starting the video call, you can still join the call if it is within the scheduled appointment time, however your appointment will automatically end at the scheduled end time. During your appointment, you will see a countdown timer so you know when the call will disconnect. If one party loses connection, please just wait whilst they log in again and you should be able to resume.

We look forward to meeting you via our new system, and appreciate your continued support at this time. Should you have any further queries in the interim, please do not hesitate to contact me via the Main Academy Office, and I will do my best to answers queries as quickly as possible.

Yours faithfully



**D Smith**  
**Senior Deputy Headteacher**