



January Parent/ Teacher Online Video Consultation

Monday 9th January 2023

Dear parent,

In December I sent you a message to make you aware about the arrangements for online parent/ teacher consultations in January. This will use the SchoolCloud Parents Evening software and allows parents to meet virtually with subject teachers for a short meeting. Parents can use mobile phones/ ipads or laptops to log in for the consultation. Each appointment is timed to last 3 minutes and then you will have a 1-minute gap to be ready for the next appointment.

Teachers will be available for consultation on the following days:

Fri 27 th January	9.30am to 3.15pm
Mon 30 th January	9.30am to 3.15pm

Please note that part-time staff will only be available on the days that they usually work. You will be able to see what days the teachers are available when you go online to book. *Each parent will be able to book a maximum of 8 interview slots for each student – so you will need to prioritise the teachers and subjects that you want to learn more about.* Hopefully you will be able to meet with enough teachers to get an idea about how your child is doing.

Booking your appointments

Go to cullybackeycollege.schoolcloud.co.uk

Please find enclosed a help guide to how you can log in to your account for the first time and then book appointments with teachers for the video consultation.

You should view the help video here for further support:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Plus there are two more help videos that I have put together

1. Help with logging in and booking video appointments
https://www.youtube.com/watch?v=19_BrbW4uvU
2. Help with logging in on the day of the consultation
<https://www.youtube.com/watch?v=omELcPiyJp8>

Logging in for the Video appointments

On the day of your appointment, please log in and have the system up and running at least 10 minutes before your first appointment. You should have your camera and microphone on. You will be able to test these once you are logged in. At the designated appointment time – you will automatically be connected to the correct teacher.

These days are Exceptional Closure Days, so pupils will be at home. We do encourage our pupils to take part in these discussions about their progress – so do try to get them to be part of the conversation as much as possible.

You will be able to book appointments from 12 noon on Thursday 19th January until 23:55 on Thursday 26th January 2023.

Yours faithfully,

Mr T Manson

Vice Principal

Online Parent Consultation - Guidance for parents

Please note that these meetings should not be recorded and photos should not be taken of the screen. Any inappropriate use of this system will be reported to Mr Manson for further action.

1. Please make sure that you are logged into the system at least 10 minutes before your first meeting.
2. Some classes have more than one teacher – the booking system will direct you to the main teacher for this class. For KS3 and GCSE classes you only need to speak to one teacher per subject. For A Level classes – you will be able to arrange an appointment with more than one teacher, if appropriate.
3. You can choose up to 8 teachers for each student. You can choose to concentrate on just a few subjects or you can try to speak to as many as possible. A small number of teachers who teach multiple KS3 classes might not have enough time to speak to every parent – so the earlier you book the more chance you have of seeing everyone.
4. Due to time pressures, we are unable to provide time in this consultation to discuss pastoral issues. If you have any issues that you would like to discuss – please contact your child's Head of Year at the school.
5. Unfortunately, some teachers might be absent from school and will not be available for meetings. In this event, you will receive a message from the system on the day.
6. Try and book your appointments beside each other – as much as possible.
7. Some teachers are not available on particular days. If you want to speak to that teacher – you will have to select an appointment time for a different day.
8. If you need to amend or delete appointments if something comes up – please do this so that other people can take your time slot.
9. Parents and students should be in view of the camera at all times. No other person should be in the room.
10. Meetings MUST NOT be recorded or pictures taken under any circumstances.
11. Mic and camera position - Keep the mic and camera in front of you and make sure that you can see the screen easily.