Smithdon High School
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Re: MKn/LT

15 October 2020

Dear Parents

It has been a busy but enjoyable start to the school year and I have continued to be massively impressed by the attitude of our year 11 students. They have shown great maturity and resilience to be able to settle back into school life as smoothly as they have done, given the restrictions created by Covid-19.

It is due to these restrictions that we are unable to hold a parents' evening under the normal format. However, we would like to give you an opportunity to meet and talk to your child's form tutor and get an overall picture of how they are progressing in each subject area. We will therefore hold our **Year 11 Parents' Evening** online on **Thursday 5 November 2020 from 3.30pm to 7.00pm.**

All appointments will be booked and held online through our Parents' Evening System (instructions for setting this up are attached to this letter). Appointments will be 10 minutes long and tutors will have an overview of each subject to report to you. You will also be able to discuss any worries or concerns you may have.

Unfortunately, we are unable to extend appointment times; however, if further discussion is needed, either your child's form tutor or Miss Green (Year 11 Pastoral Manager) will contact you following your appointment.

If you are unable to use the online appointment facility and require a telephone call instead, please email data@smithdonhigh.org.uk.

We look forward to talking to you soon.

Yours sincerely

Mr M Knott
Assistant Headteacher

The Cambridge Partnership
Graduate Teacher Programme

DofE

Maths & Computing

Healthy Schools Norfolk

Parents' Guide for Booking Appointments

schoolcloud

Browse to https://smithdon.schoolcloud.co.uk/

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Video Appointments: Parents - How to attend appointments over video call

This article tells you what to do when your school has informed you that your appointments with teachers will be held via video call.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker

- a compatible web browser:
  iPhone/iPad: Safari
  Android: Chrome or Firefox
  Windows: Chrome, Firefox or Microsoft Edge (Chromium - download here (https://www.microsoft.com/en-us/edge))
  Mac: Safari, Chrome or Firefox
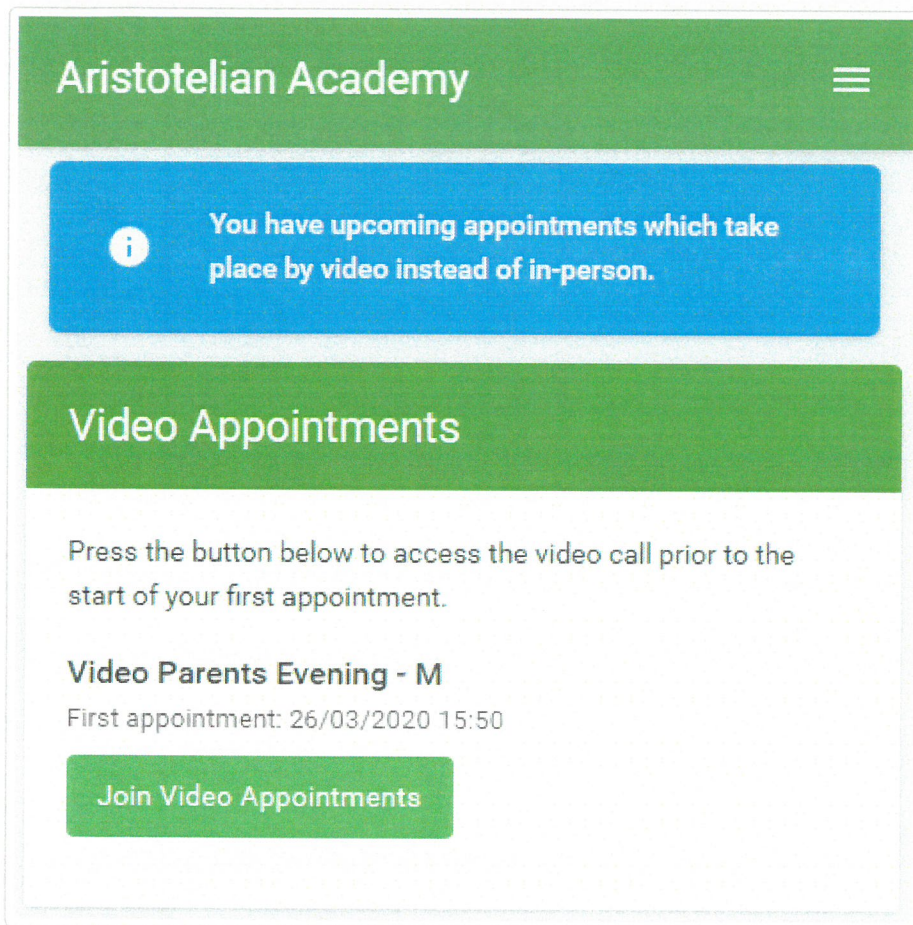 **Linux:** Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.

- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

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.

Aristotelian Academy ☰

ⓘ **You have upcoming appointments which take place by video instead of in-person.**

Video Appointments

Press the button below to access the video call prior to the start of your first appointment.

Video Parents Evening - M

First appointment: 26/03/2020 15:50

Join Video Appointments

2. The Video Call screen

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, in which case 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.

3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

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.

> **Note** that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

> **Note** that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.
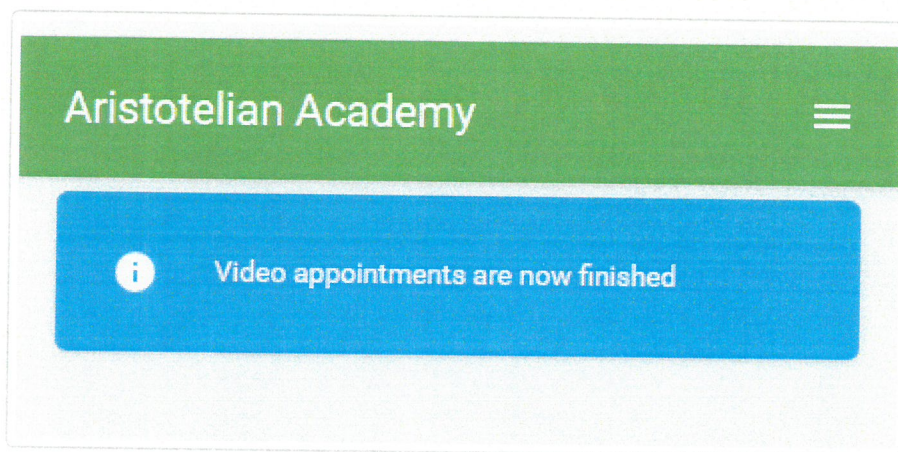
Did this answer your question?   :)   :(

✉ Still need help? Contact Us (/contact)

Last updated on October 6, 2020