

# Highworth Warneford School



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September 22<sup>nd</sup> 2020

**Pastoral Consultations: Monday 28<sup>th</sup> September – Thursday 1<sup>st</sup> October.**

Dear Parents/Carers

It has been tremendous to see the students all now safely back at Warneford. The vast majority seemed quite keen to get back into the routine; working with their teachers and catching up with their peers. I have been very pleased with the way that they have all engaged with systems and procedures that have been put in place for everyone's safety and there is a real calmness around the school.

At this time of year, the school would usually hold a Pastoral Consultation with the new Year 7 students and their parents. It provides an opportunity to ensure that the young people are settling well and provides a chance to raise any queries that may be lingering. Given the circumstances, I want to provide this opportunity for the parents of all our students in Years 7-11.

Alongside our new Year 7s joining us for the first time this month, there will have been some students who may have felt understandable anxiety about the return and it's important to provide as much pastoral support as we can. I also felt, that with a 'restricted' site it would be great for parents to 'meet' their child's new House tutor if they wished.

Therefore, we have arranged for you to have a six-minute conversation via video-conference call with your child's tutor, if you wish.

There are details attached to this letter that will enable you to book an appointment time with your child's tutor. The system is the same one that many of you will be familiar with, as we used it in the summer for meetings with students from Years 6 to 9.

I want to finish by thanking you all for working with the school to ensure that the students have come back to school in such a positive manner. It is very difficult to gauge the impact of the past six months on our young people, but the school is committed to their on-going pastoral support and a positive working relationship with parents.

Yours sincerely,

Mr Nye

Deputy Headteacher

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# Parents' Guide - Booking an Appointment

We would really appreciate it if you could follow these instructions to book a meeting slot if you wish. The video calls will take place via our Parents' Evening software.

Each teacher's availability is very different across 4 evenings from Monday 28<sup>th</sup> September to Thursday 1<sup>st</sup> October, so you will need to log in to see which time slot suits.

There are inevitably may be a few technical issues for some and I apologise in advance for those of you where the technology doesn't quite work! However, we have extensively tested it and it is easier to use and more stable than lots of other video platforms.

- Appointments are for a strict 6 minute slot. If you join late, the timer will have continued. There is no way to extend the booking. We recommend you practice logging in before the date (let us know if there's a problem!) and then do so at least 5 minutes before the appointment.
- The meeting is for both you and your child to speak with the tutor.
- If your child has 2 tutors, please only book an appointment with one of them.
- Even if you and your child do not wish to take up this opportunity, I would appreciate it if you could still use the booking system to record this, so you are not disturbed by reminders.

Browse to <https://warneford.schoolcloud.co.uk/>

The screenshot shows a login form with two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

## Step 1: Login

Fill out the details on the page then click the *Log In* button. Make sure you are on the **Parent** section!

(When completing your details, they should be the same as the 1<sup>st</sup> contact as held by the school)

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

The screenshot shows a 'Parents' Evening' selection screen. It has a green header and a text box: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, it says 'Click a date to continue:' and lists two dates: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. At the bottom, there is a link 'I'm unable to attend'.

## Step 2: Select Parents' Evening

Click on the date you wish to book - check the availability of your child's tutor(s)

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

The screenshot shows a 'Choose Booking Mode' screen. It has a text box: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability' and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

## Step 3: Select Booking Mode

Choose *Manual*

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 4: Book Appointment

Click any of the green cells to make an appointment – this is your starting time. 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.

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

Time	Teacher	Subject	Room
15:00	Mr. Wheeler	Maths	101
15:15	Mr. Wheeler	Maths	101
15:30	Mr. Wheeler	Maths	101
15:45	Mr. Wheeler	Maths	101
16:00	Mr. Wheeler	Maths	101

## Step 5: Finished

Your booking will now appear on the My Bookings page. An email confirmation has been sent and you can also print the appointment. Click *Subscribe to Calendar* to add this and any future bookings to your calendar.

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

# How to attend appointments over video call

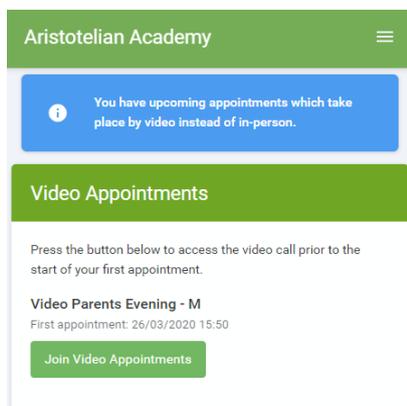
In order to make video calls you need to have as a minimum:

- 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](#)  
**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.

## 1. Log in and go to the Evening



On the day of the video appointment, log in to Parents Evening at [warneford.schoolcloud.co.uk](http://warneford.schoolcloud.co.uk), or click the login link from the bottom of the email confirmation you will have received.

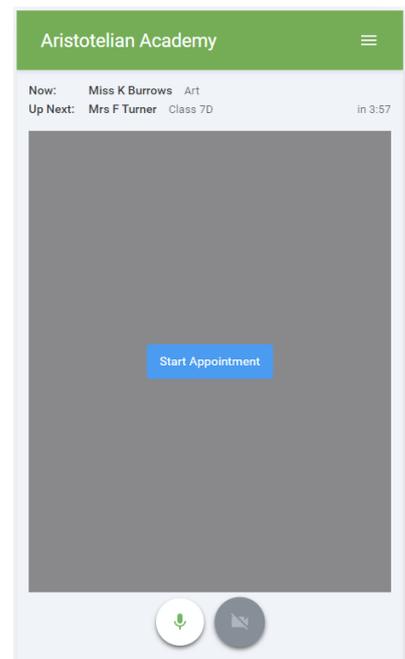
Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment.

## 2. The Video Call screen

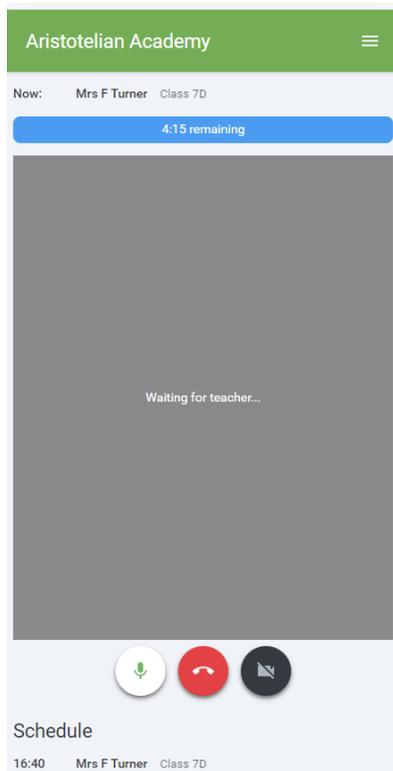
When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name
- 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 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 re-join the call, it does **not** reset the timer. The appointment will always end at the scheduled time.