



BURSCOUGH PRIORY ACADEMY

Burscough Priory Academy,
Trevor Road,
Burscough,
Lancashire L40 7RZ

Telephone: 01704 893259

Email: enquiries@burscoughprioryacademy.org

Website: www.burscoughprioryacademy.org

Executive Headteacher: Mrs L. A. Gwinnett

Ref: 3027 SDA

19th November 2020

To the Parent of

| |
|---|
| Year 11 Virtual Parents' Evening – Thursday 26th November 4pm – 7pm |
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We are pleased to be able to share with you the details for our Year 11 Virtual Parents' evening. This is an important evening that will give you the opportunity to speak to your son / daughter's subject teachers and discuss their engagement and progress in this, their final year at Burscough Priory Academy. Ideally, we would like this conversation to be between Teacher, Parent and Student and would encourage your son / daughter to be present during the appointments.

The school has introduced a new intuitive and easy to use online appointment booking and video conferencing system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. A short guide on how to login and add appointments is included with this letter.

More information and links to the site can be found on the Virtual Parents' Evening Page of the school website <https://www.burscoughprioryacademy.org/parents/virtual-parent-evenings> or you can visit <https://burscoughpriory.schoolcloud.co.uk/> directly to book your appointments.

Each appointment will be 5 minutes in length and you only have to login in once on the evening and all appointments will automatically start for you. This webpage gives you information on how to join virtual parents evening and other technical information regarding the evening <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. We recommend that you watch this short video prior to the evening as it explains how the appointments start and finish as well as tips about microphone and video settings to make the experience even better.

To login to the system you will need the following information:

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| The parental email that you have registered with the school |
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| Student Date of Birth |
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| Personalised Login Code: |
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Appointments can be made from Thursday 19th November at 4pm and will close on Thursday 26th November at 3:30pm. Should you wish to make any changes after this date please contact the school office via enquiries@burscoughprioryacademy.org

If you are unable to access the website or need help setting the appointments up, please contact us via the school office.

Yours sincerely,

S Day

Mr Day

Assistant Headteacher – Curriculum and Assessment

Parents' Guide for Booking Appointments

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

| | |
|---------------------------------------|---------------------------------------|
| Parent Login Code 0111 1345 | Student Date Of Birth 20 July 2000 |
| Email rabb014@gmail.com | Confirm Email rabb014@gmail.com |
| <input type="button" value="Log In"/> | |

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.

Enter your unique login code shared by the school.

| | |
|---|---|
| Parents' Evening | |
| 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. | Click a date to continue: Thursday, 16th March <small>Open for bookings</small> > Friday, 17th March <small>Open for bookings</small> > I'm unable to attend |

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*.

| |
|---|
| Choose Booking Mode |
| Select how you'd like to book your appointments using the option below, and then hit Next. |
| <input checked="" type="radio"/> Automatic <small>Automatically book the best possible times based on your availability</small> |
| <input type="radio"/> Manual <small>Choose the time you would like to see each teacher</small> |
| <input type="button" value="Next"/> |

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.



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Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

| | |
|---|--|
| <input checked="" type="checkbox"/> Mr J Brown SENCO | <input checked="" type="checkbox"/> Mrs A Wheeler Class 11A |
|---|--|

Continue to Book Appointments

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| Teacher | Student | Subject | Room |
|---------|---------------|---------|----------------|
| 17:10 | Mr J Sinclair | Ben | English E6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics M2 |
| 17:45 | Dr R Minamara | Andrew | French L4 |

Accept Appointments Cancel Appointments

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).

| | Mr J Brown SENCO (A2) Ben | Miss B Patel Class 10E (H3) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|-------------------------------------|--|--|
| 16:30 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16:40 | | | |
| 16:50 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| 17:00 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

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.

My Bookings

Thursday 12th April

| Time | Teacher | Student | Subject | Room |
|-------|------------|---------|---------|------|
| 15:00 | Mr J Brown | Ben | SENCO | E6 |
| 15:15 | Mr J Brown | Ben | SENCO | E6 |
| 15:30 | Mr J Brown | Ben | SENCO | E6 |
| 15:45 | Mr J Brown | Ben | SENCO | E6 |
| 16:00 | Mr J Brown | Ben | SENCO | E6 |

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*.

