



**Kirkburton Middle School**

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**Enjoying, Achieving, Succeeding Together**

27 January 2021

Dear Year 7 Parent / Carer

### **Year 7 Parents' Evening 2021**

This letter outlines the arrangements for the upcoming Year 7 Parents' Evening which, as you would expect, is being conducted slightly differently this year. The event will take place over two nights, from 4pm – 7pm, with half of the year group 'attending' on each date as below.

- **Thursday 11 February** – children with surnames beginning A - H
- **Thursday 25 February** – children with surnames beginning I – Z

The parents evening will be run via Microsoft Teams and appointments can be booked via 'Edulink One' a parental engagement package we are currently trialling. At this point, we are only using the parents evening booking function. Further details and instructions on how to book appointments can be found at the end of this letter. **The booking system will open at 4pm on Monday 1 February and will close at 4pm on Monday 8<sup>th</sup> February.** When the booking system opens, you can book appointments with up to six subject teachers. We recognise some parents may want to speak to more than six teachers however, we feel this is the fairest way of ensuring all parents receive feedback from a range of subjects. Please remember, you are welcome to contact teachers at any point during the school year should you wish; there is no need to wait for a parents evening to make contact. All appointments will be 5 minutes long and it is essential we stick to these timings. Please do not be offended if the teacher ends the meeting abruptly if you are still talking when the 5 minutes are up. If it becomes clear that further time is needed, we ask you email the teacher concerned to arrange a mutually convenient time to finish your conversation.

We hope this approach will allow us to conduct as 'normal' a parents' evening as possible however, as with anything new and particularly when technology is involved, there is always the possibility that things do not go completely to plan. We sincerely hope this won't be the case. We will provide the opportunity for parents to test their connection on Thursday 4 February between 4pm and 5pm, if needed, and will email with details early next week. In the event of any technical difficulties either before or on the evening, we ask you phone the school office where somebody will be on hand to provide support.

We look forward to seeing you soon, albeit if only virtually.

Yours sincerely,

Mr C Taylor  
Headteacher



## Booking appointments using Edulink One

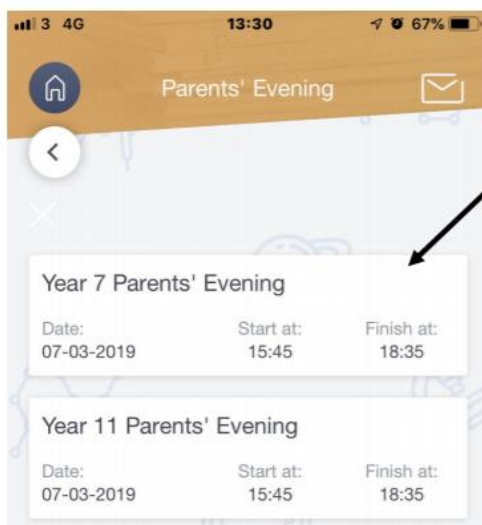
- The booking system can be accessed by downloading the 'Edulink One' app from your usual app store. Alternatively, you can access the booking system via the website - [www.edulinkone.com](http://www.edulinkone.com)
- Please enter the school postcode **HD80TJ** and log in using your username and password.
- Log in details will be sent out in a separate email. **Please contact the school office if you have not received your details by the Friday 29 January.**



## App Version



From the home screen, navigate to the Parents' Evening icon (displayed below). You may need to scroll down on the screen to view this

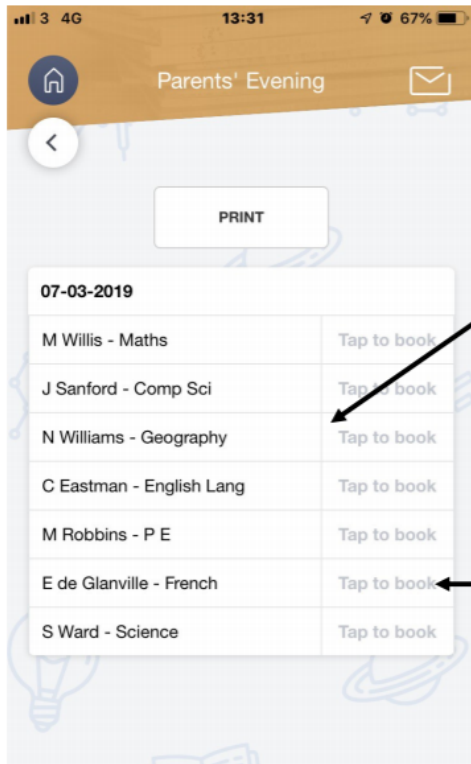


The Parents' Evening button will take you to the following screen

Select the appropriate option

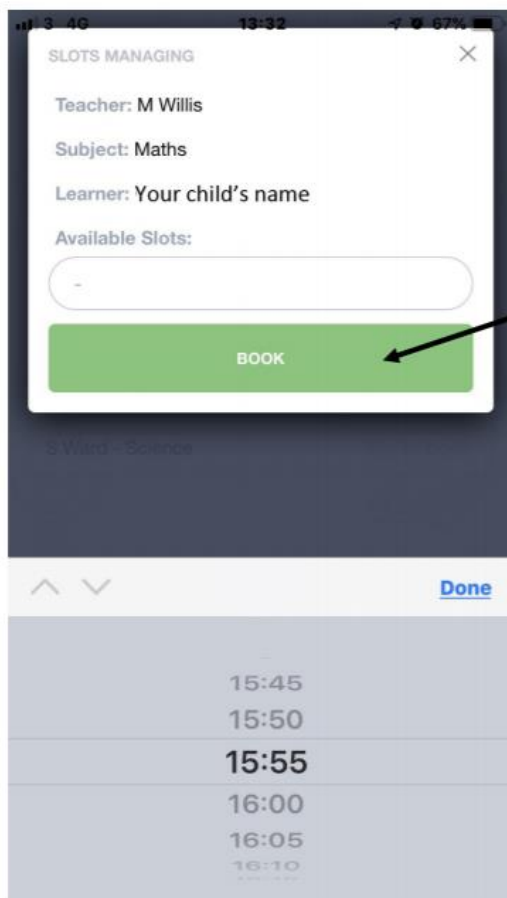
Please note that information will only show here if the booking system is **currently live and open**

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.

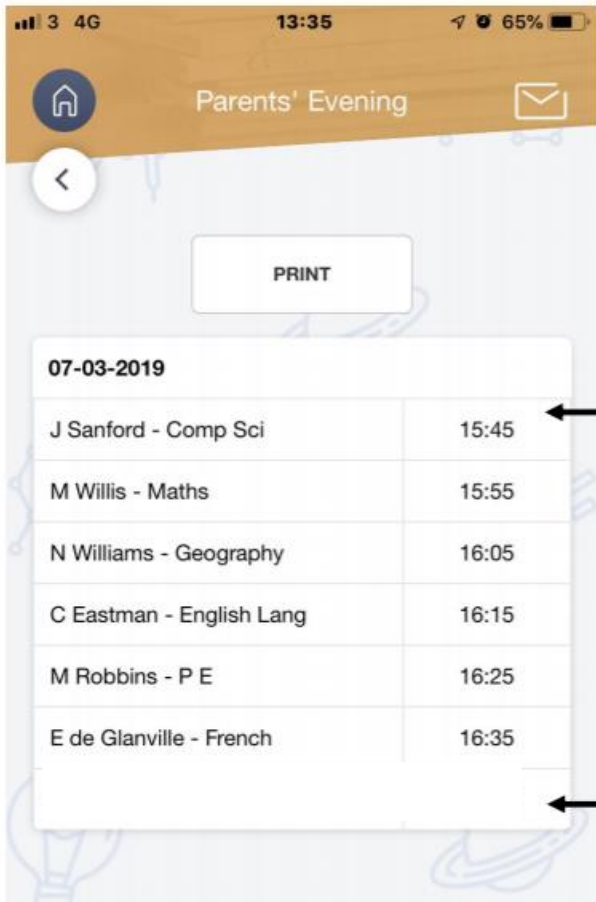


All teachers on your child's timetable will appear here

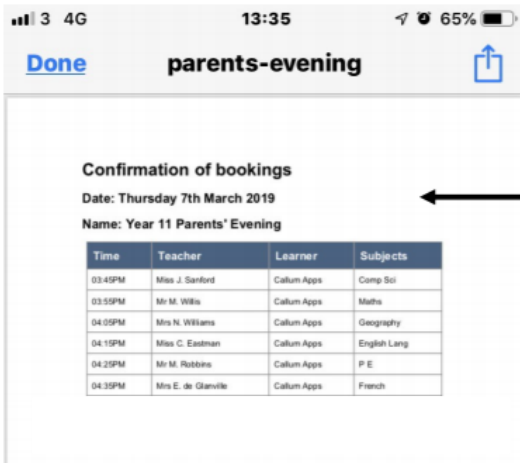
Press 'Tap to book' to choose times to suit you. Please choose up to six subjects



Select the 'BOOK' button to confirm, complete for all subjects



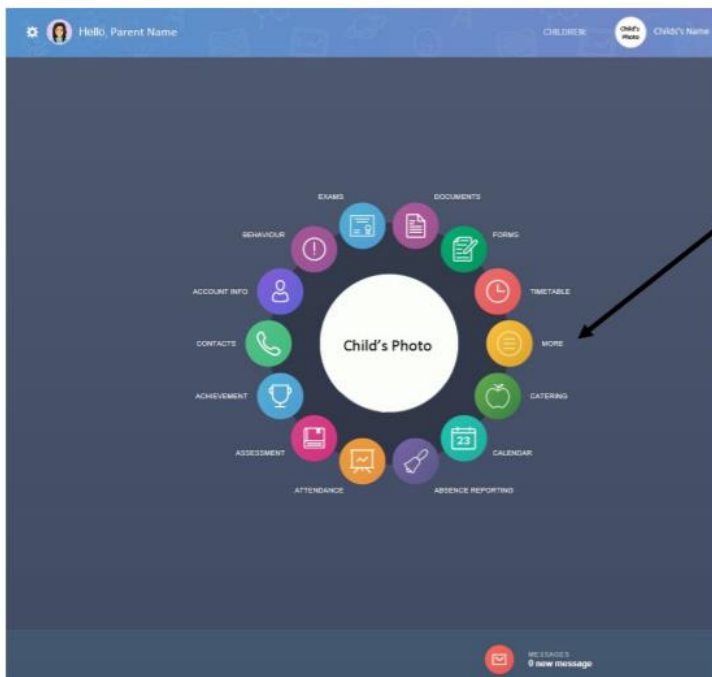
Final schedule



Which you are able to print should you wish

If you need to make amendments, follow the process again to book/unbook

## Desktop Version



The Parents' Evening button will take you to the following screen

Name	Information	Date	Start time	End time
Year 7 Parents' Evening		07-03-2019	15:45	18:35
Year 11 Parents' Evening		07-03-2019	15:45	18:35

Select the appropriate option

Please note that information will only show here if the booking system is **currently live and open**

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.

Slots:	Maths Teacher: M Willis Learner:	Comp Sci Teacher: J Sanford Learner:	Geography Teacher: N Williams Learner:	English Lang Teacher: C Eastman Learner:	P E Teacher: M Robbins Learner:	French Teacher: E de Glanville Learner:	Science Teacher: S Ward Learner:
<b>07-03-2019</b>							
15:45							
15:50							
15:55							
16:00							
16:05							
16:10							
16:15							
16:20							
16:25							
16:30							
16:35							

All teachers on your child's timetable will appear here

Click on the boxes to choose times to suit you. Please choose up to six subjects

Click the 'BOOK' button to confirm, complete for all subjects

BOOK SLOT

Date: 2019-03-07 16:00:00

Subjects: Maths

Learner:

Comment:

Slots:	Maths	Comp Sci	Geography	English Lang	P E	French	Science
<b>07-03-2019</b>							
15:45	×		×	×	×	×	×
15:50	×	BOOKED	×	×	×	×	×
15:55	×	×	×	×	×	×	×
16:00	BOOKED	×	×	×	×	×	×
16:05	×	×	×	×	×	×	×
16:10	×	×	BOOKED	×	×	×	×
16:15	×	×	×	×	×	×	×
16:20	×	×	×	×	BOOKED	×	×
16:25	×	×	×	×	×	×	×
16:30	×	×	×	BOOKED	×	×	×
16:35	×	×	×		×	×	×

Final schedule

Which you are able to print or email to yourself should you wish

If you need to make amendments, follow the process again to book/unbook



## Meeting via Microsoft Teams

### How to access your appointments on the evening

1. Prior to the parents evening, you will receive an email providing you with a set of links to access appointments with each teacher.
2. If you have not received your links by the day before the parents evening, please contact the school office.
3. On the evening, please use the links provided to access your appointments. To do this you can use a laptop or desktop PC, or a mobile device such as a smart phone or a tablet. You do not need to download any software (for example, 'Microsoft Teams') in advance of the evening, you simply need to be able to connect to the internet and have access to the links that we will forward to you. In the unlikely event you are asked to log in, please use your child's account.
4. When accessing each link, you will be asked to enter your name. Please enter your child's full name, rather than yours, so you are clearly identifiable to the member of staff.
5. Once you have entered the details you will be put through to a virtual lobby. You will be held in this area until the member of staff has finished the appointment prior to yours, at which point they will 'admit' you to the meeting. We would be grateful for your patience as, although we will endeavour to keep appointments to time, they may overrun, resulting in you waiting in the lobby past your appointment start time.
6. Throughout the evening there will be staff available in the school office should you have any technical difficulties or require any other support. Please phone 01484 222737 to access this support.

As this is a critical year in your child's education, we strongly recommend they are available to take part in the meeting with you. Should you have any questions in advance of the evening, or if you require any further support, please do not hesitate to contact us.

### Test event

We will be running a test event between 4pm and 5pm on Thursday 4 February should you wish to check you connection to Teams. Links for the test event will be emailed out during that week.