



## Kirkburton Middle School

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**Enjoying, Achieving, Succeeding Together**

**10<sup>th</sup> January 2025**

Dear Parent/ Carer

### **Year 8 Parents' Evening 2025**

This letter outlines the arrangements for the upcoming Year 8 Parents' Evening which will take place from 4pm – 7pm on Tuesday 21<sup>st</sup> and Tuesday 28<sup>th</sup> January. Following feedback received from parents, one evening will take place in school and the other will be held virtually, see below -

- **Tuesday 21<sup>st</sup> January – in school**
- **Tuesday 28<sup>th</sup> January – virtual appointments online**

Appointments can be booked in the usual way via 'Edulink One' and **you may book appointments for either evening**. A reminder about how to book appointments can be found at the end of this letter. The booking system will open at **4pm on Monday 13<sup>th</sup> January** and will close at **4pm on Friday 17<sup>th</sup> January**. Please contact the school office if you are having any difficulties in booking appointments.

When the booking system opens, you can book appointments with up to eight subject teachers. Please note, Mrs Barker teaches across both middle schools and so she will only be available on Tuesday 28<sup>th</sup> November from 4pm-5:15pm. Mrs Tedder and Mr Wiles will only be available on Tuesday 21<sup>st</sup> January.

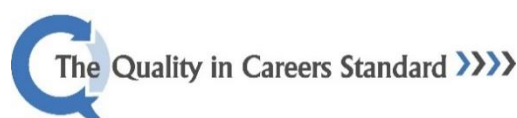
We recognise some parents may want to speak to more than eight teachers however, we feel this is the fairest way of ensuring all parents receive feedback from a range of subjects. Please remember, you are welcome to contact teachers at any point during the school year should you wish; there is no need 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 – the online appointments will automatically 'time out' after five minutes. If it becomes clear that further time is needed, we ask you arrange a mutually convenient time with the subject teacher to finish your conversation. We send out further details nearer to the date with details about how parents access the virtual appointments.

We look forward to seeing you either in school or virtually very soon.

Yours sincerely,

Mrs S Kerr  
Head of School

Mr D Martin  
Advanced Business Support Officer



## Booking appointments using Edulink One

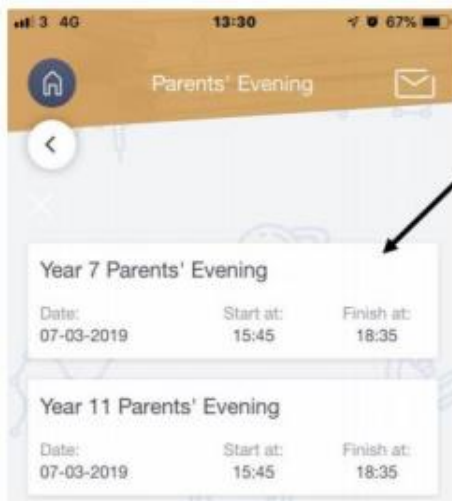


The booking system can be accessed by downloading the 'Edulink One' app from your usual app store. Alternatively, you can access the booking system via the website - [www.edulinkone.com](http://www.edulinkone.com). Please enter the school postcode HD80TJ and log in using your username and password.

### 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

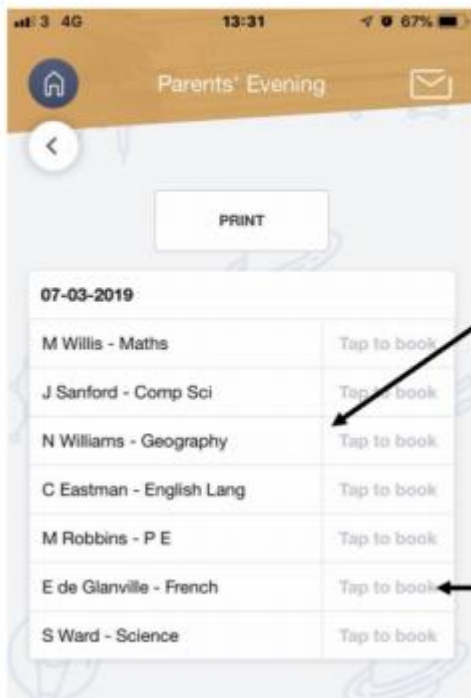


The Parents' Evening button will take you to the following screen

Select the appropriate option

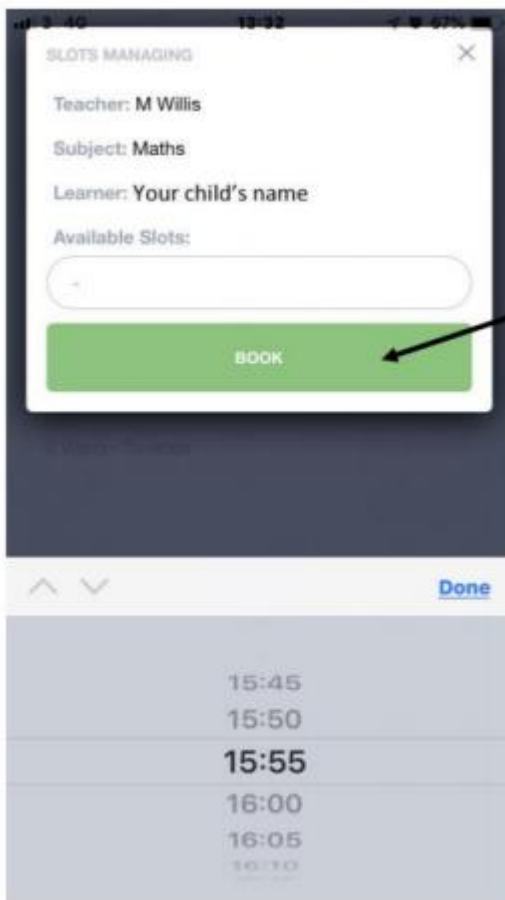
Please note that information will only show here if the booking system is **currently live and open**

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

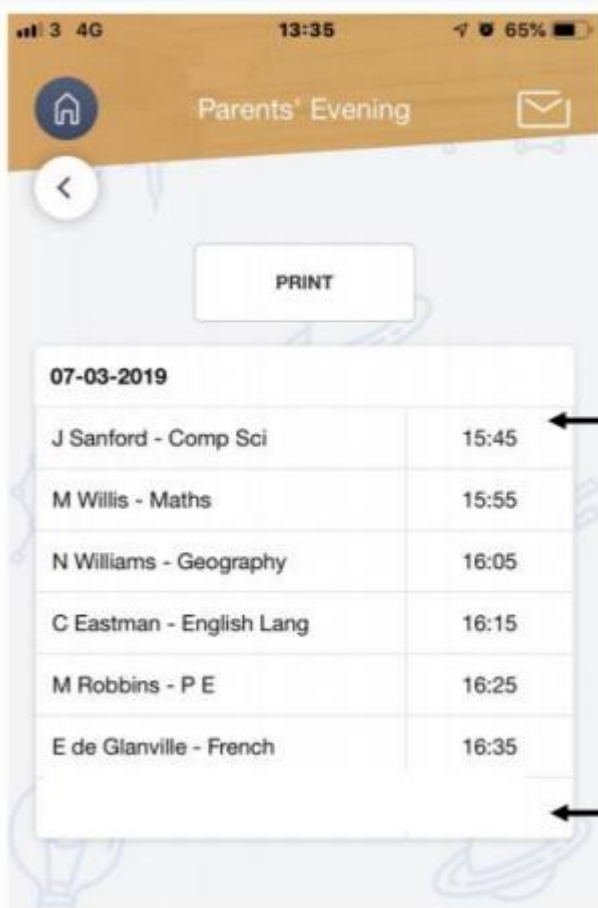


All teachers on your child's timetable will appear here

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



From the home screen, click 'more', then click the Parents' Evening icon (displayed below)



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 Glerville, Learner: ), Science (Teacher: S Ward, Learner: )

**07-03-2019**

15:45  
15:50  
15:55  
16:00  
16:05  
16:10  
16:15  
16:20  
16:25  
16:30  
16:35

**BOOK SLOT**

Date: 2019-03-07 16:00:00  
Subjects: Maths  
Learner:  
Comment:  
Add comment

**CANCEL** **BOOK**

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

**07-03-2019**

15:45  
15:50  
15:55  
16:00  
16:05  
16:10  
16:15  
16:20  
16:25  
16:30  
16:35

**Final schedule**

**PRINT** **EMAIL ME**

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**

## Attending a Virtual Parents' Evening

Many schools have now included an option for virtual parents' evenings. If your school is using virtual appointments, please open your parents' evening area in Edulink One and click anywhere on your child's parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

Once you have clicked on the parents' evening event, you then need to click on the **Start Appointments** button. *Note: This is only if your school is using video conferencing appointments; otherwise, appointments for parents' evenings will still be in-person.*



Your child's teacher will start the appointments at the correct time and the appointments will happen automatically— parents just need to have the video conference open.


The image below shows you a view of what a video conference looks like. The teacher's camera is larger in the middle and you will see your camera off to the right side. If you have a guest, an additional screen will be included.

Your next appointment is listed on the bottom. You do not need to do anything; the teacher will end the appointment when you are finished, or the appointment will cut off automatically at the end of the appointment time. This is highlighted by a red border 30 seconds before the appointment ends. *The teacher has no control over this cut off as it happens automatically to make sure all appointments run on time. If you need more information from a teacher, schedule a further meeting or telephone call with them.*

### Year 7 parents' evening

Your next appointment starts in 8 minutes 48 seconds with   



Time	Teacher	Parent	Subject	Learner	Duration
09:15	 	Mrs Tia Aaron	Computer Science	Chris Aaron	2 Minutes

