

10th March 2021

Dear Parent and Carer,

Year 10 Online Video Subject Consultation - Thursday 18th March

I would like to invite you to book appointments with your Year 10 teachers during our Online Video Subject Consultation. We have introduced a new, intuitive and easy to use online system hosted by SchoolCloud.

Appointments will be available **on Thursday 18th March after school.**

Appointments are four minutes long, as our experience shows that this is sufficient for staff to relay the main focus for learning in that subject over the remaining time in Year 10 and to provide a chance for questions from parents, carers and students.

Please read the following Q&A. If you have further questions or need support, please email us.

How do I access the system?

The booking system will open for you to make appointments from 9am Friday 12th March. When you are ready to make your appointments please visit <https://lythamstanneshighschool.schoolcloud.co.uk> and follow the necessary steps.

You can log on using any digital device with internet access, from your phone, tablet, laptop or desktop.

To be able to log onto the system you'll need to use your name along with your email address. The email is so that you can receive reminders and appointment confirmations. You will also need to use your child's name and date of birth to gain access to the system. If when you enter your details an error prevents you from logging in, your contact details may be incorrect on our system. If you are struggling gaining access to the system or have any technical difficulties, please email Stephanie.Shencoe@lythamhigh.lancs.sch.uk

We strongly recommend that you log in and book your appointments as early as possible to get the maximum choice and so we can resolve any issues before the evening.

Please book all your appointments by 3pm on Tuesday 16th March.

How do I book the appointments?

The system allows you to choose your own appointment times with teachers to suit you. Once you have booked all your appointments you should receive an email confirming your appointments. There is a limit to one four minute appointment per teacher.

Please visit the webpage below, watch the video link and read the parent guide (which is attached to this email). These resources will provide you with an insight in advance of the evening although I'm sure you

will find it intuitive. <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> and <https://vimeo.com/473882995>.

Please note that a small number of teachers have multiple Year 10 classes, if you can't get an appointment with any teacher and would like to speak to them at a different time, please contact us.

What happens on the day of the appointments?

Please visit the website links above under the 'How do I book an appointment section'. Prior to your first appointment, follow the original link <https://lythamstannahighschool.schoolcloud.co.uk> or the link provided in the confirmation email. This takes you directly to the school cloud platform. All your pre-booked appointments are displayed. Once your appointment time is reached, the appointment becomes live, you can then click the green 'Join Appointments' button. Once the appointment ends, you are then shown a countdown to your next appointment.

The video call automatically cuts off when the four minutes end so please excuse our staff for their brevity. Please be assured that if unanswered questions remain you can e-mail our main enquiries email address from the website, lsahtc@lythamhigh.lancs.sch.uk and we will get back to you.

What are the protocols for Virtual Consultation Evenings for Parents and Carers?

Please consider your location, background and attire as you would for workplace video meetings. If two parents/carers are in a separate location from each other and would like to attend the appointment simultaneously then one person can book all the appointments and invite the another person by clicking the 'Invite Parent/Guardian' button in the 'My Bookings' section. No conversations should be recorded.

What if I have technical problems?

As soon as you've booked an appointment, you can test your video and sound. Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them. If one party loses connection please just wait whilst they log in again and the call will resume. If there is a sound /display issue try clicking the microphone/camera icon off and on again. If there is still an issue try logging off and logging on again or try another device.

What if I am unable to attend?

We look forward to you joining us on the night but if you are unable to join us or have any concerns with the system, please email Stephanie.Shencoe@lythamhigh.lancs.sch.uk in advance.

Yours sincerely,



Mr Cubbon
Deputy Headteacher

