Dear Parent and Carer,

**Year 11 Online Video Subject Consultation**

I would like to invite you to book appointments with your Year 11 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 between 4pm and 7pm on Thursday 4th March and between 9am and 3pm on Friday 5th March. **You can book appointment on both session days to allow for maximum flexibility.**

Appointments are only four minutes long, however 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 11 and to provide a chance for questions from parents, carers and students.

Ofqual have just made an exams announcement which you can access via this link <https://www.lythamhigh.lancs.sch.uk/students/year-11>. Before the appointments start on Thursday 4th March we will have emailed you an update on how this announcement affects students at LSA. This information will also be available on the link above and on the MyEd app.

On Friday 5th March there will not be any online lessons and more information will follow about this day. Furthermore, Mr Baker will contact you regarding the return to school in a later email.

**How do I access the system?**

The booking system will open for you to make appointments from Friday 26th February. When you are ready to make your appointments please visit <https://lythamstanneshighschool.schoolcloud.co.uk> and follow the necessary steps.

Please note - **You must have booked all your appointments by 3pm on Thursday 4th March.**

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 you are struggling gaining access to the system or have any technical difficulties, please email Stephanie.Shencoe@lythamhigh.lancs.sch.uk

**How do I book the appointments?**

The system allows you to choose your own appointment times with teachers to suit you across both dates. You will receive an email confirming your appointments. There is a limit to one four minute appointment per teacher. You can log on using any digital device with internet access, from your phone, tablet, laptop or desktop.

**What happens on the day of the appointments?**

In the days leading up to the appointment you can visit the webpage below, watch the video link and read the parent guide (which is attached to this email). These resources will help provide some helpful insight and the instructions on how to take part in the evening although I’m sure you will find it intuitive. <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> and <https://vimeo.com/473882995>.

Just prior to your first appointment you follow the link provided in the confirmation email. This takes you directly to the school cloud platform. All your pre-booked appointment are displayed. Once your appointment time is reached, the appointment becomes live, the button turns green allowing you to click and join. Once the appointment ends, you are then shown a countdown to your next appointment.

The video call automatically cuts off when the four minutes ends 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 you are using a device with e.g. FaceTime or WhatsApp to enable both parents from different households to attend simultaneously then please flag this up to the teacher as a matter of courtesy at the start of the conversation. No conversations should be recorded.

**What if I have technical problems?**

Please try logging on up to an hour before. 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.

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