

24th March 2021

Dear Parent and Carer,

Year 9 Online Video Subject Consultation - Thursday 15th April

I would like to invite you to book appointments with your Year 9 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 15th April after school.**

If you are unable to attend please click the 'unable to attend' option in SchoolCloud or please email Consultation@lythamhigh.lancs.sch.uk in advance.

On the 12th April further option information will be circulated but if you have an additional question about the options process before then, appointments can also be booked with either Mr Cubbon for options process related questions or Miss Nicholson (Head of Year 9) for student related questions. Additionally you can visit this link for information <https://www.lythamhigh.lancs.sch.uk/students/year-9-options>

Do I need to book to see all my teachers?

The system allows you to choose one appointment time with each teacher at a time to suit you. You are welcome to make an appointment with any of your child's teachers, however, please don't feel that you must book to see every teacher. In the past, Year 9 parents/carers have been well served by booking to see English, Maths and Science and any of the other subjects their child is considering taking for GCSE.

For Technology subject appointments, rather than booking with your current teacher please book to see the teacher who leads the GCSE course(s) for which you are interested, i.e. Mrs Hodgkinson for Food and Nutrition, Mrs Ainsworth for Art Textiles and either Mr Howard or Mr Farrington for Engineering.

Your computing teacher will be able to advise you on Business, Creative and Digital Media and Computing if you are considering taking these for GCSE.

How do I access the system?

The booking system will open for you to make appointments from 9am Thursday 25th 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 will 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 to gain access to the system or have any technical difficulties, please email Consultation@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 13th April.

How do I book the appointments?

When you are asked to tick which subjects you want to make appointments for, please only tick the ones you want otherwise the booking system will consider your appointments as 'incomplete'. Once you have booked all your appointments you have 'pre-ticked', you will receive a confirmation email.

If you have a particular question in advance, you can leave a message by clicking on 'appointment message', and the teachers will endeavour to pick such issues up during the call.

If you can't get an appointment with a teacher, please contact us on Consultation@lythamhigh.lancs.sch.uk.

What if I need help?

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>.

What happens on the day of the appointments?

Prior to your first appointment, follow the original link <https://lythamstanneshighschool.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.

Appointments are four minutes long, as this is usually sufficient for staff to relay the main focus for learning and to provide a chance for questions from parents, carers and students. The video call automatically cuts off after four minutes 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, Consultation@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 separate locations from each other and would like to attend the appointment simultaneously then one parent can book all the appointments and invite the second parent 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 or 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.

Yours sincerely,

TCubbon

Mr Cubbon
Deputy Headteacher