

21 October 2021

Dear Parent/Carer

### **Year 11 Parents Evening – 14 December 2021**

I would like to inform you that the Year 11 Parents Evening is arranged for Tuesday, 14 December commencing at 4pm.

This evening will be a 5 minute meeting with each of your child's teachers to check on their progress in Year 11, review their mock exam performance and plan ahead for the summer exams.

In view of the pandemic, it isn't sensible to hold our consultation evening in school as we usually do. To facilitate the event we will therefore hold these face-to-face appointments virtually, using a web-based program 'SchoolCloud Parents Evening'.

**Please go to the link below from Sunday, 31 October at 11.00am to book your appointment.**

<https://penworthampriory.schoolcloud.co.uk/>

Full instructions on how to book and attend appointments are attached to this email (or can be downloaded from <https://www.priory.lancs.sch.uk/parents/parents-evenings>) and, in addition, a tutorial video can be viewed by visiting the link below.

<https://vimeo.com/473882995>

To enable teachers to meet with as many parents/carers as possible, each appointment slot will be five minutes long. The appointments automatically stop after five minutes and teachers cannot extend the call. There is then a one minute gap before you are automatically transferred to the next teacher.

**Please note, when booking your appointment for Science (not Separate Science) the subject will be listed as General I, when booking for Computer Science the subject will be listed as Co-ordinated, when booking for Drama the subject will be listed as Design Rea.**

If you would like to speak to any other member of staff, please feel free to contact them direct. A full email list can be found by visiting the link below.

<https://www.priory.lancs.sch.uk/parents/staff-contact-list>

We look forward to speaking with you on Tuesday, 14 December.

Yours faithfully



**Mr N Gee**  
**Assistant Headteacher**



Browse to <https://penworthampriory.schoolcloud.co.uk/>

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

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**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Your child's name will be their preferred name.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March > Open for bookings
- Friday, 17th March > Open for bookings

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

## Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

## Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Mr J Brown  
SENCO (A2)

Miss B Patel  
Class 10E (H3)

Mrs A Wheeler  
Class 11A (L1)

Ben

Andrew

Ben



16:30



16:40

16:50



17:00



## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

## How to attend appointments over video call

This article tells you what to do when your school has informed you that your appointments with teachers will be held via video call.

### In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser: **iPhone/iPad:** Safari  
**Android:** Chrome or Firefox  
**Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))  
**Mac:** Safari, Chrome or Firefox **Linux:**  
Chrome or Firefox

### We also recommend:

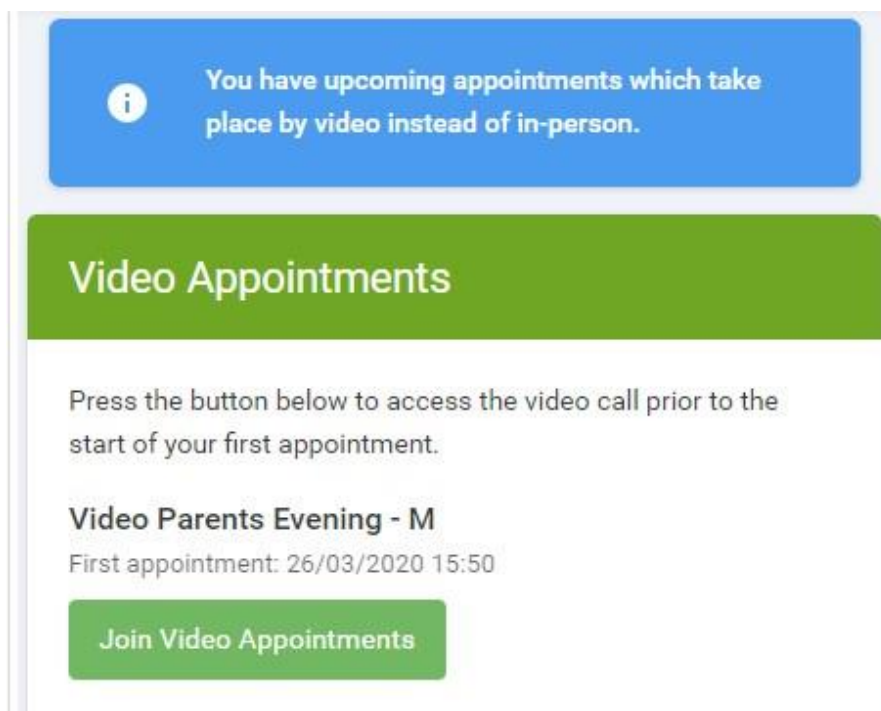
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

## How to attend your appointments via video call

### 1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment.

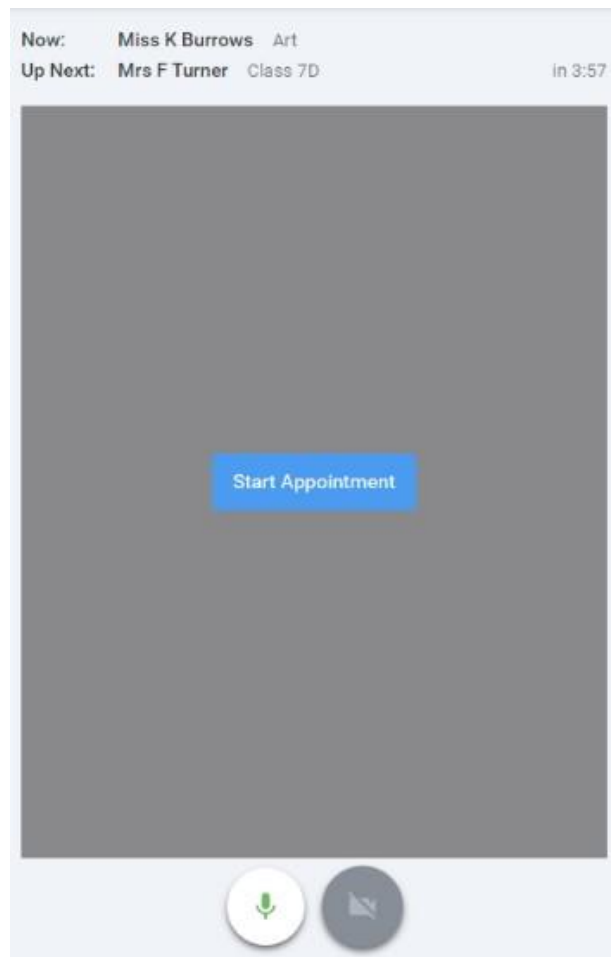


## 2. The Video Call screen

When you click Join Video Appointments the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the Start Appointment button.



### 3. Making a call

Click the Start Appointment button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.



When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

**Note** that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

Once your final appointment for the evening is complete you will see a message advising you of this.





Video appointments are now finished