



WEST HILL SCHOOL

Aiming High Since 1927

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Dear Parent/Carer,

Year 7 Form Tutor Consultation Afternoon – By Video Call

I would like to invite you to book a video appointment for the Year 7 Form Consultation Afternoon on **Thursday 22nd October - 3.15pm to 4.45pm.**

Please note: This consultation will take place via a video call appointment.

***Full instructions on how to book and attend your appointment can be found on the back of this letter.**

This consultation will provide you with an opportunity to speak to your son's Form Tutor and to discuss any general worries or concerns you, or your son, may have following his transfer to secondary school. Form Tutors will not have academic information regarding how your son is doing in lessons. This will be provided during the Parents' Consultation in January. Do not feel obliged to book an appointment but if you wish to do so your son's Form Tutor will be delighted to speak to you.

There will be a Year 7 Parents' Consultation Evening on 7th January 2021, when you will be able to discuss your son's academic progress with individual subject teachers. Your son's first Assessment Report will be sent home on Friday 11th December together with an invitation to the aforementioned Parents' Consultation.

At West Hill we operate an online booking system for all Parents' Consultations, including this Year 7 Form Tutor Consultation Afternoon.

You can make your appointment from any device with Internet access. The easiest way is by using a Smartphone; you don't need an app, just open a web browser and visit the address *exactly* as described below (or click the link at the top of the school website homepage).

<https://westhillschool.parentseveningsystem.co.uk/>

If you use a Smartphone, you'll get the option to have your booking automatically allocated, or you can pick the time yourself. Your appointment will last for 5 minutes.

If you don't have Internet access, please phone school and ask to speak to Miss Mayall who will make the booking for you.

Please note that bookings are allocated on a first come first served basis. If you are unable to book a meeting with your son's Form Tutor and wish to speak with them, please add yourself to the 'Waiting List' on the booking system and this will be arranged as a phone call at a separate time.

If your son has Special Educational Needs, and you have specific concerns relating to this, the school SENCO, Mr O'Dowd, will also be available to book an appointment with. Again, please do not feel obliged to book an appointment if you have no immediate concerns or if you have recently had, or are due to have, a SEN meeting.

The booking system will open on **Tuesday 6th October** and will remain open until **11:55pm on Wednesday 21st October.**

Yours sincerely,

Mrs L. Whiting
Head of Year 7

Mr M. O'Dowd
Assistant Headteacher



How to book your Year 7 Form Tutor Consultation appointment

Parents' Evening System
Welcome to the Green Abbey parents evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot
 Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2009

Step 1: Login – Go to <https://westhillschool.parentseveningsystem.co.uk/>

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.

Please use your child's preferred forename as we have it stored at school e.g. the name as it appears on school registers.

Step 2: Select Year 7 Form Tutor Consultation

Click the green tick to select the Parents' Consultation you want to make an appointment for.

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 a time for you. Or if you'd rather choose the time yourself, choose Manual. Then press *Next*.

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

Choose Teachers
If you don't wish to see any teacher below, deselect them by clicking the button to continue.

Ben

Mr J Brown (SENCO) Mrs D Mumford (Mathematics) Mr J Sinclair (English) Mrs A Wheeler (Class 11A)

Andrew

Miss F Burton (Mathematics) Dr R Monamara (French) Mr J Sinclair (English)

Step 4: Choose Form Tutor

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 teacher you'd like to book an appointment 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 Monamara	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see a provisional appointment which will be held for 2 minutes. To keep it, choose Accept at the bottom left.

	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.

After clicking on a green cell to make an appointment, a pop-up box appears where 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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

Year 7 Parents Evening Thursday, 13th April

My Bookings

This parental evening is for each to see 10. Please enter the school to the table to view and follow the sign for the Home Hub when the evening is in progress. Parking is available in the rear car park only.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Sinclair	Ben	English	E6
Mr J Sinclair	Andrew	English	E6
Mr J Sinclair	Ben	English	E6
Mr J Sinclair	Ben	English	E6
Miss F Burton	Andrew	Mathematics	M2
Miss F Burton	Andrew	Mathematics	M2
Miss F Burton	Andrew	Mathematics	M2

Step 6: Finished

You're now on the *My Bookings* page and your booking is below. An email confirmation will be sent and you can also print your appointment from this page by pressing *Print*.

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



How to attend your appointment over a video call

Please follow the web browser information in the box immediately below. This is very important for your camera and audio to work. If you do not follow this advice, your camera will not work and you may miss your appointment.

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

- a device with a microphone and speaker (mobile phone, laptop, netbook or computer)
- a compatible web browser:
 - iPhone/iPad: **Safari**
 - Android: **Chrome or Firefox**
 - Windows: **Chrome, Firefox or Edge** (latest version)
 - Mac: **Safari, Chrome or Firefox**

It is also recommended that you:

- Use 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.
- Use a headset (or earphones with a microphone) to reduce echo. This is not essential but it is recommended to use if you have them.

1. Log in to the Parents' Evening Booking System and select the Year 7 Form Tutor Consultation

On the day of your video appointment, login to the Parents Evening Booking System at the usual web address - <https://westhillschool.parentseveningsystem.co.uk/>, or click the login link from the bottom of the appointment confirmation email that you have received.

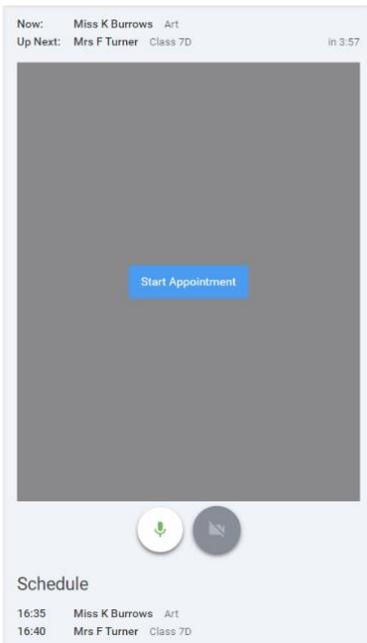
IMPORTANT: You must log in as the parent that has made the appointment and that has therefore received the confirmation email!

Once logged in you will see a notice that you have an upcoming video appointment and under this the details of the event, along with a **Join Video Appointments button**. This button will become available 60 minutes before your appointment. Make sure that you log in and are ready for your appointment *at least* 5 minutes before your appointment time.

The screenshot shows a notification box at the top with an information icon and the text: "You have upcoming appointments which take place by video instead of in-person." Below this is a green header for "Video Appointments". The main content area contains the text: "Press the button below to access the video call prior to the start of your first appointment." followed by "Video Parents Evening - M" and "First appointment: 26/03/2020 15:50". At the bottom of this section is a green button labeled "Join Video Appointments".



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 (by a pop-up message) if you wish to allow access to your camera/microphone, in which case **you must click allow**.

On this screen you can see the following:

- At the top left the teacher name for your 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 member of staff is available or you are in a call these also show a pick up and hang up button).
- In the middle of the screen, when your appointment is due to start, you will see 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. If the member of staff has not yet joined you will see a notice to that effect in the centre of the screen. Depending upon your/our connection strength, there may be a few seconds delay.

When a teacher joins a call you will see them in the main part of the screen 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 member of staff 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 re-join 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.

