



WEST HILL SCHOOL

Aiming High Since 1927

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8th June 2020

Dear Parent/Carer,

As you will be aware Tameside Council issued further guidance on Friday afternoon advising schools not to re-open for year 10 students until at least Monday 22nd June. We think it is really important that your son has contact with his Form Tutor. We have therefore arranged for your son's scheduled meeting to be delivered by video call. Please refer to the Video Call Guide below which details what you need to do in order for your son to attend his video meeting.

Your son's appointment time for the week beginning 15th June will remain the same.

Please make sure that your son is logged into the system at least 5 minutes before his scheduled appointment time.

To help your son understand the expectations and timescales over the next few weeks, please refer to the following:

Week beginning Monday 8 th June	Your son should be preparing for his assessments. Class teachers may set revision materials online, however there will be no new learning materials issued. Your son's personalised assessment pack will be posted to your home address. Your son's video meeting appointment and subject feedback will be issued by email.
Week beginning Monday 15 th June	Your son should attend his scheduled video meeting using the joining instructions detailed in this letter.
Week beginning Monday 22 nd June	Your son should complete all of his assessment materials during this week.
Week beginning Monday 29 th June	Your son should attend his second meeting and return his completed assessments. Details of how this meeting will be delivered, and the arrangements for returning the assessment pack will be confirmed at a later date.

The purpose of your son's meeting has not changed. It is an opportunity for your son to speak with his Form Tutor for guidance in moving forward on his home learning journey. It is also an opportunity for your son to build on his independence, and as such we kindly ask that only your son attends the video call.

If you have any concerns that you wish to raise please email admin@westhillschool.co.uk who will direct your email to the appropriate member of staff.

Thank you once again for your support and patience. We look forward to seeing your son for his video meeting. Please refer to the Video Call Guide below and check the school twitter account for further information and updates.

Yours sincerely,

Mr A Owens
Headteacher

Mrs A L Barton
Head of Year 10



Video Call Guide

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.

How to attend your appointments via video call

1. Log in using your parent's login and go to the Form Tutor Video Call

On the day of the video appointments, login to the Parents Evening Booking System at the usual web address for your school - <https://westhillschool.schoolcloud.co.uk/>, or click the login link from the bottom of the email confirmation your parent has received.

IMPORTANT: You must log in as the parent that has received the 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 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.

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 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 your Form Tutor 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, 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 your Form Tutor 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 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 your Form Tutor 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.