



# WEST HILL SCHOOL

*Aiming High Since 1927*

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October 2021

## Year 7 Virtual Form Tutor Consultation Afternoon Thursday 21<sup>st</sup> October 2021 - 3.15pm to 4.45pm

Dear Parent/Carer,

We would like to invite you to book a video call appointment for the Year 7 Form Consultation Afternoon.

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 Thursday 6<sup>th</sup> January 2022, 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 10<sup>th</sup> December 2021 together with an invitation to the aforementioned Parents' Consultation.

**Booking and Attending Appointments** - At West Hill we operate an online booking system to both make and attend your appointments for all Parents' Consultations, including this Year 7 Form Tutor Consultation Afternoon. Instructions on how to book and attend your appointments can be found attached to this letter. To get the best experience from the Parents' Consultation, please read them fully as they contain some very specific advice. In particular, which internet browsers are supported – please use Google Chrome.

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

You can book your appointments from any device with the appropriate Internet access. The easiest way is by using a Smartphone; just open a web browser and type the address for the booking system below or click the 'Parents' Consultation' link from the school website. There is no app for this service.

<https://westhillschool.schoolcloud.co.uk/> (Booking System) <https://www.westhillschool.co.uk/> (School Website)

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 so please use your time wisely. Appointments will automatically cut off at the end of your allotted time. Teachers can not extend this time, it is a feature of the video call system. Messages can be left in advance for your son's Form Tutor as you book your appointment.

If you don't have Internet access, but would like an appointment, please phone school and ask to speak to Miss Mayall.

If your son has Special Educational Needs, and you have specific concerns relating to this; the school SENDCO, 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 SEND meeting.

Bookings are allocated on a first come first served basis. If your son's Form Tutor is fully booked and you wish to speak with them, please add yourself to their 'Waiting List' on the booking system and this will be arranged as a phone call at a separate time.

If you have any connection issues after 3:00pm on the day of the Parents' Consultation, please email [mayall@westhillschool.co.uk](mailto:mayall@westhillschool.co.uk) and we shall try to help you in time for your appointment.

Pupils attending with their parents must wear full school uniform.

The booking system will open on **Friday 8<sup>th</sup> October 2021** and will remain open until **11:55pm on Wednesday 20<sup>th</sup> October 2021**.

Yours sincerely,

Mrs A L Barton  
Head of Year 7  
Associate Senior Leader

Mr M. O'Dowd  
Assistant Headteacher  
SENDCO



## How to book your Year 7 Form Tutor Consultation Video Appointment

**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 2000

[Log In](#)

### Step 1: Login - <https://westhillschool.parentseveningsystem.co.uk/>

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

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

### Step 2: Select Year 7 Form Tutor Consultation

Click on the date you wish to book.

Unable to make the date 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

[Next](#)

### Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest a time for you. To pick your own appointment time, choose *Manual*. Then press *Next*.

**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 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 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

[Accept Appointments](#) [Cancel Appointments](#)

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see your provisional appointment which is held for 2 minutes. To keep it, choose *Accept* at the bottom left.

If it wasn't possible to book your selected teacher during the times you are able to attend, you should 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 a green cell 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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

**My Bookings**

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English
17:15	Mrs D Mumford	Ben	Mathematics
17:15	Dr R Monamara	Andrew	French
17:25	Mrs A Wheeler	Ben	Class 11A
17:30	Mr J Brown	Ben	SENCO

### Step 6: Finished

You're now on the *My Bookings* page and your booking is below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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



### How to attend your video call appointment

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** (please note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device).
  - 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**

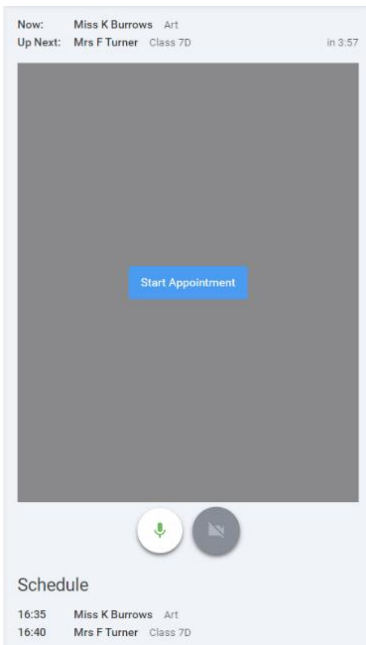
On the day of your video appointment, login to the Parents Evening Booking System at the usual web address - <https://westhillschool.schoolcloud.co.uk/> or click the login link from the bottom of the appointment confirmation email that you have received.

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

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 is a green button labeled "Join Video Appointments".

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.

A camera and audio check may also show on your screen. You have the opportunity at this point to 'blur background'. Once confirmed that all are connected and working, please click 'Join Video Appointments'.

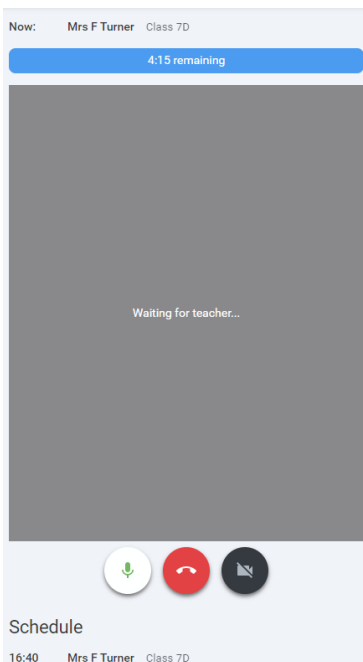


## 2. The Video Call screen

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.

