



21 September 2020

Dear Parents/Carers

Year 8 Discovery Wellbeing Appointment Instructions for Thursday 24 September 2020

Further to the recent correspondence regarding the Year 7 and Year 8 Discovery Wellbeing Appointments taking place virtually via video call. Please find below some key points on how to access the system and attached a step by step guide on how to open your appointment using the Parents Evening system.

Key points:

- You will need to login to the Parents Evening system in the same way you did to make the appointment, using a device that has a microphone and camera. For example a PC, a laptop or a smartphone.
- You will need to use the same Parents Evening login details that you used to make the appointment. If another parent/carer is going to log in using their own details, they will not see the appointment you have made with the teacher.
- The appointment duration is set for 10 minutes. The system will end the call promptly when the 10 minutes is up to enable the next scheduled appointment to start, therefore it is important that you sign on a few minutes before your appointment and wait until the teacher opens the video call. As an example if you check in 4 minutes later than your appointment time you will only have 6 minutes remaining of your appointment.
- We ask that you have looked at the PASS targets sent out to you previously and are able to share the target that you have agreed with your child for this academic year with the tutor in the meeting. The tutor will prompt you to do this.
- Please also check ClassCharts prior to your appointment to see your child's behaviour record and attendance as this will be discussed with you at your appointment.

The tutors are looking forward to meeting with you virtually on Thursday.

Yours faithfully

Miss L Preston
Senior Teacher Discovery and Head of Year 7

att. Video Appointments: Parents - How to attend appointments over video call



