

27 November 2020

Dear Parent/Carer

This year we are continuing with our booking system to enable parents to book their Parents' Evening appointments online. Due to current restrictions, we will be holding the consultations via video link, these will be held on **Monday 14th December**. The evening will run from 3.30pm to 7.00pm. When you have selected the time slot which suits you best, you will receive a confirmation email with your appointments.

We very much hope that you will be able to attend the video appointments to discuss your child's progress with subject teachers. **It is important that your child attends with you.** Appointments are 5 minutes in length and a timer will automatically end the appointment, allowing parents and teachers to go onto their next appointment without overrunning. However, if there is a concern that you would like to discuss at length, please contact the Academy and we can arrange a longer meeting time for you on an alternative date. Mrs Read from our SEND Department will also be attending the evening and you will have the opportunity to book an appointment with her as part of the online booking system.

Mr Doughty (Year 11 Mini School Leader) and Mrs Punnett (Year 11 Student Development Leader) will also be available should you have any other concerns or queries.

We will do our best to meet as many of your requests as possible but, as several members of staff teach more than one class, we cannot guarantee appointments for all teachers. **Appointments will be available on a first come, first served basis. The appointments will be available to book online from Friday 27th November 4pm and will close on Wednesday 9th December 6pm.**

To book your appointments please visit <https://marshacademy.parentseveningsystem.co.uk>

When entering your child's name and date of birth to log onto the system, please enter their details in the following format: **(Preferred Forename) (Preferred Surname) (DOB dd/mm/yyyy)**

Please find a guide on booking your appointments attached to this letter. If you have any difficulties logging onto the system, please contact our IT Department at itsupport@marshacademy.org.uk.

Yours sincerely



Claire Duffy
Assistant Principal

Your Details

The parental 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](#)

Parents' Evening

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: 25 / 04 / 2000

[Log In](#)

Parents' Evening

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](#)

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](#)

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 Simlar	Ben	English	K6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr K Monarara	Andrew	French	L4

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

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.

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*.

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.

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.

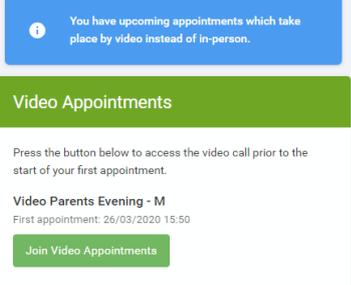
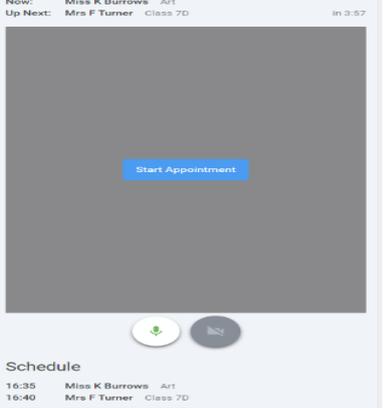
Step 5a (Automatic): Book Appointments

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).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. 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. 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*.

Teacher	Student	Subject	Room
16:30 Mr J Brown SENCO (A2) Ben	16:30 Miss B Patel Class 10E (H3) Andrew	16:30 Mrs A Wheeler Class 11A (L1) Ben	
16:40			
16:50			
17:00			

	<p>1. Log in and go to the Evening</p> <p>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 <i>Join Video Appointments</i> button. This will become available 60 minutes before your first appointment.</p>
	<p>2. The Video Call screen</p> <p>When you click <i>Join Video Appointments</i> 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.</p> <p>On this screen you can see the following:</p> <p>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 <i>Start Appointment</i> button.</p>
	<p>3. Making a call</p> <p>Click the <i>Start Appointment</i> 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.</p> <p>When a teacher joins the call, you will see them in the main part of the screen – or hear them if they have no camera, or eth camera is turned off – and can start your discussion with them.</p> <p>You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.</p> <p>If you lose access to the system for some reason during the call, log in again and press <i>Start Appointment</i> on the video call screen. If the teacher is still in the call this will let you continue with the appointment.</p> <p>*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.</p> <p>When the countdown in the blue bar stops the appointment time is over and the call will automatically end.</p> <p>If you have a consecutive appointment scheduled the screen will display a <i>Start Next Appointment</i> button. When you are ready to proceed, click on it.</p> <p>*NOTE that if you delay starting a call it does not extend the duration for that appointment. The appointment will always end at the scheduled times.</p>
<p>In Order to make video calls you will need to have as a minimum:</p> <ul style="list-style-type: none"> a device with a microphone and speaker and a compatible web browser: iPhone/iPad: Safari Android: Chrome or Firefox Windows: Chrome, Firefox or Microsoft Edge MAC: Safari, Chrome or Firefox Linux: Chrome or Firefox <p>We also recommend:</p> <p>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 and if you can, use a headset to reduce echo.</p>	