



Dronfield Henry Fanshawe School

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Success with Care

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19th April 2021

Dear Parent/Carer

Year 10 Parents and Carers' Consultation Evening – Thursday 29th April 2021 4pm – 6.30pm

Due to COVID-19, our Year 10 Parents and Carers Consultation Evening will be held Virtually, using our online booking and video system. From **Friday 23rd April 2021** you will be able to book Parent/Carer evening appointments by logging on at <https://dronfieldhenryfanshawe.schoolcloud.co.uk> and following the instructions. We use this online system in response to consultation with DHFS parents, carers and teachers who all want to be able to book appointments with each other without relying solely on the child to do this.

Due to logistical restrictions, appointments are arranged on a first come first-served basis. Regretfully, like most secondary schools, capacity does not allow for each teacher to see every student and their parent or carer that they teach. In addition, please allow our teachers to be succinct as the software will automatically end each appointment **after five minutes**. This will allow every booking to be completed as per schedule.

Guidance on how to book the appointments can be found attached, and via the software provider support website at: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> Should you have any issues logging into our booking service, please contact Mrs M. Hayes on mhayes@dronfield.derbyshire.sch.uk. Please also find a help-guide on page 2 of this letter.

If you receive an appointment from one of your child's teachers or the House Progress Leader, it means that your child has been prioritised because of concerns that your child is at risk of underachievement. Please ensure attendance at this meeting with this teacher.

We now have the facility to join two parents/carers into our parent/carer evening video appointment software. This may be particularly useful where one parent/carer is working away, for example, as it allows them to access the meeting over the internet. A help guide on how to use this facility is attached.

To prepare for the evening, we would ask parents and carers to engage in a reflection activity with their child. This will allow you to actively encourage participation in the teacher discussion, as we ask each student to be able to assess their own learning strengths and challenges. This may include work scrutiny where class and homework tasks are viewed and assessed for progress and effort.

Yours sincerely,

Mr K. Pickles

Associate Deputy Headteacher



Parents' Guide for Booking Appointments

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: r1abbot@gmail.com Confirm Email: r1abbot@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

Log In

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.

Parents' Evening

This parents' 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](#)

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*.

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 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.

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 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.

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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Macnamara	Andrew	French	L4

Accept Appointments Cancel Appointments

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).

Time	Mr J Brown (SENCO)	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
16:30	Ben	Andrew	Ben
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. 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.

My Bookings

View 11 booked appointments

Thursday 10th April

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:40	Mrs D Mumford	Ben	Mathematics	M2
16:50	Dr R Macnamara	Andrew	French	L4
17:00	Mr J Brown	Ben	English	E6
17:05	Mrs D Mumford	Ben	Mathematics	M2
17:10	Dr R Macnamara	Andrew	French	L4

Step 6: Finished

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*.

FAQ's and Support:

Software support and help guide:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Device requirements:

To make video calls on the booking software, you need to have the following device access as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
 - iPhone/iPad: Safari
 - Android: Chrome or Firefox
 - Windows: Chrome, Firefox or Microsoft Edge (Chromium)
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox

The software company also recommends:

- 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.
- Using a headset (or earphones with a microphone) to reduce echo.

Note:

1. That if you or the teacher are late, or leave and re-join the call, it does not reset the timer.
2. The appointment will always end at the scheduled time.
3. Follow on calls:
 - a. If you have a consecutive appointment scheduled the screen will display a Start Next Appointment button. When you are ready to proceed, click on it
 - b. Note that if you delay starting a call it does not extend the duration for that appointment.
 - c. The appointment will always end at the scheduled times.

Further FAQ's:

<https://support.parentseveningsystem.co.uk/article/824-video-appointments-frequently-asked-questions>

Inviting another parent/carer to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *
Jane Aaron

Email *
jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

Send Invite Close

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments. If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted. When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

Join Video Call

Or paste this link into your browser:
<https://greenabbay.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and also allows you to *Resend* invites or *Remove* them.