



# Dronfield Henry Fanshawe School

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*Success with Care*

Headteacher: Mr M. J. Cooper

22<sup>nd</sup> November 2021

Dear Parent/Carer

## **Year 9 Parents and Carers' Consultation Evening – Tuesday 7<sup>th</sup> December 2021 4pm – 6.30pm**

Following parent, carer, student and staff feedback, our year 9 Parents and Carers Consultation Evening will be held virtually using the Online Booking System SchoolCloud. From **7am Monday 29<sup>th</sup> November 2021** you will be able to book parent/carers' evening appointments by logging on at <https://dronfieldhenryfanshawe.schoolcloud.co.uk> and following the instructions. We use this online system in response to 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. Regrettably, 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 below. Should you have any issues logging into our booking service, please contact Mrs M. Hayes on [mhayes@dhfs.uk](mailto:mhayes@dhfs.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. 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. It is therefore vital that your child is also present at the teacher appointment, please.

Please also see our support booklets, which are available online via the school website or via our link: [PCE Booklets](#).

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.

We are also offering a Cyber-Café for parents/carers who may have Wi-Fi issues at home. Within the Café, we can support you with COVID-19 secure Wi-Fi access, in order to allow the evening to be completed in school. This facility must be booked in advance via Mr Pickles on [kpickles@dhfs.uk](mailto:kpickles@dhfs.uk).

We would also like to take this opportunity to remind you that the Parents' Consultation Evening takes place only a few weeks before the **KS4 Year 10 Options Evening on Thursday 13<sup>th</sup> January 2022**. The Options Evening provides the information to make decisions on KS4 subjects and the Year 9 Parents and Carers' Consultation Evening before Christmas will provide information on your child's progress in Year 9. Making the correct GCSE choices is clearly important and many students face challenges and new decisions as they move into Key Stage 4. Our ongoing programme is designed to support them as much as possible alongside you as their parents and carers.

Yours sincerely,

Mr K. Pickles  
Assistant Headteacher

# Parents' Guide for Booking Appointments

**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: ratbot4@gmail.com, Confirm Email: ratbot4@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.

**Please use legal names not preferred, as this will cause problems logging on.**

**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.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R McNamara	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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO)	Ben	English	E6
Miss B Patel (Class 10E)	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A)	Ben	French	L4

16:30: Miss B Patel (Class 10E) - Andrew - Mathematics - M2 (Booked)

16:40: Miss B Patel (Class 10E) - Andrew - Mathematics - M2 (Booked)

16:50: Mr J Brown (SENCO) - Ben - English - E6 (Available)

17:00: Mrs A Wheeler (Class 11A) - Ben - French - L4 (Available)

## 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 Subject Evening

Thursday 16th April

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Miss B Patel	Andrew	Mathematics	M2
16:50 Mrs A Wheeler	Ben	French	L4
17:00 Mr J Brown	Ben	English	E6
17:20 Mrs D Mumford	Ben	Mathematics	M2
17:30 Dr R McNamara	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.Ensure that you have clicked on the button to accept video
- 2.That if you or the teacher are late, or leave and re-join the call, it does not reset the timer.
- 3.The appointment will always end at the scheduled time.
- 4.Follow on calls:
  - i. 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. Note that if you delay starting a call it does not extend the duration for that appointment.

## Further FAQ's:

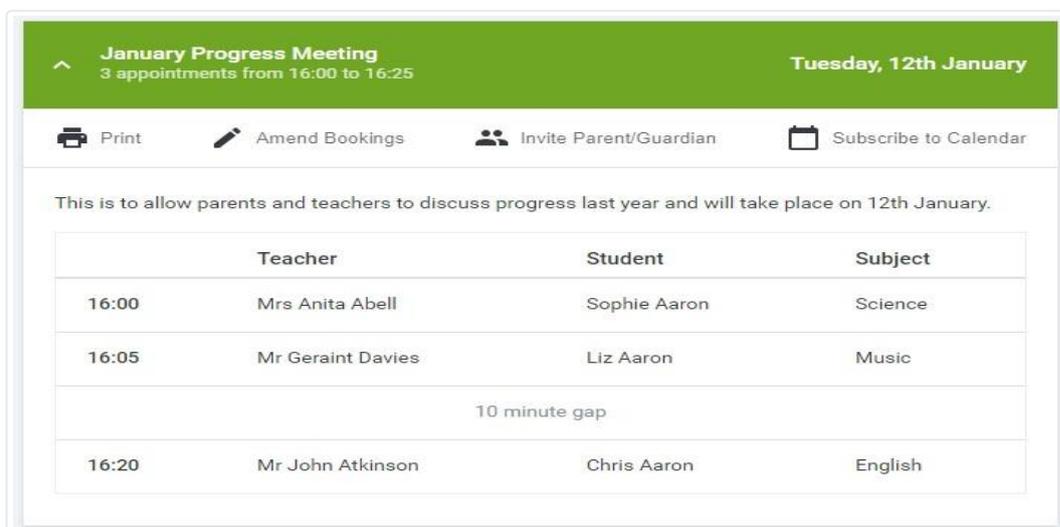
<https://support.parentseveningsystem.co.uk/article/824-video-appointments-frequently-asked-questions>

## **Video Appointments: Parents - how to invite another parent/guardian to join your appointments**

### **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 now as *Manage Invites* instead.



January Progress Meeting		Tuesday, 12th January	
3 appointments from 16:00 to 16:25			
Print	Amend Bookings	Invite Parent/Guardian	Subscribe to Calendar
This is to allow parents and teachers to discuss progress last year and will take place on 12th January.			
Time	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.

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:

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* them.

invites or *Remove*

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