

6th January 2020

Dear Parent/Carer

As part of our pastoral care tutors are keen to keep in contact with their tutees and parents/carers. We feel that it is crucial that tutors are able to keep the relationship with their tutees active, to make sure that students are able to access the work, to check in on students' general wellbeing and to ensure that there is direct and regular contact between home and school to support our students and families in whatever way we can.

Tutors have already this week started to make phone calls home so some families may have already received contact from school. However, to aid this process further, we will be using the School Cloud system to enable parents to book an appointment for an online meeting with their child's tutor on a weekly basis. We would very much like to speak to both parents and students during these wellbeing appointments.

Basic details about how to make bookings with your child's teachers are included in this letter. More comprehensive details on how to make bookings can be found on the company's website:

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

The website provides a short video, further details about the devices which will support their software and information on a new feature they have recently added that allows a second parent/guardian to be invited to join the remote meeting from a separate device. This is a feature some of our parents, who attended remote parents evenings last calendar year, had previously expressed a desire for.

You will be able to make appointments on the booking system from today, where you can choose an appointment with your child's form tutor. **The booking system will close at 2pm prior to the day that your child's form tutor will be available for appointments.** This is to ensure staff can access their full list of appointments in good time and prepare for the remote meetings effectively. **We are unable to change the days assigned to each tutor** as these are the days when tutors are scheduled in school.

On the day of the remote parents meeting we strongly advise that you login at least 10 minutes before your scheduled meeting. Each meeting will take place via video link and will require you to have internet access and a computer, tablet or mobile device that has a speaker, microphone and video capability.

The software we are using operates a strict five minute time slot per appointment and if you are late to login or delay accepting the remote meeting this will reduce the amount of time you have to speak to the teacher. The software operates in this way to ensure that meetings run to schedule, and that discussions do not overrun and impact on others who have later appointments.

We anticipate the vast majority of parents will have the necessary technology to access this appointment remotely.

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Tutor Appointments

Monday

Mr Hart (**8MHA**) 12.30-3.30

Mr Southerden (**9TSO**) 9.15-10.45 and 1.30-3.00

Mr Hammerton (**11SHA**) 9.15-10.45 and 1.30-3.00

Tuesday

Mrs Cullen (**8ZCL**) 9.15-10.45 and 1.30-3.00

Mrs Hanner (**9NHA**) 9.15-10.45 and 1.30-3.00

Mrs Barber (**10EBA**) 9.15-10.45 and 1.30-3.00

Mrs Nethersell-Webb (**10AWE**) 12.30-3.30

Wednesday

Miss Richards (**7SRI**) 9.15-10.45 and 1.30-3.00

Mr Frost (**7GFR**) 9.15-10.45 and 1.30-3.00

Mrs Segurado (**7MGR**) 9.15-10.45 and 1.30-3.00 (Ms Segurado replaces Mr Green as form tutor)

Mr Hurren (**8NHU**) 9.15-10.45 and 1.30-3.00

Mr Green (**11JBR**) 12.30-3.30 (Mr Green replaces Mrs Lynch as form tutor)

Thursday

Miss Bostock (**10CBO**) 12.30-3.30

Miss Burdett (**11NBD**) 9.15-10.45 and 1.30-3.00

Mrs Carrington (**7KCA**) 9.15-10.45 and 1.30-3.00

Friday

Miss Bridson (**9JBI**) 9.15-10.45 and 1.30-3.00

Mr Freeman (**9MFM**) 12.30-3.30

Ms White (**10NWH**) 9.15-10.45 and 1.30-3.00

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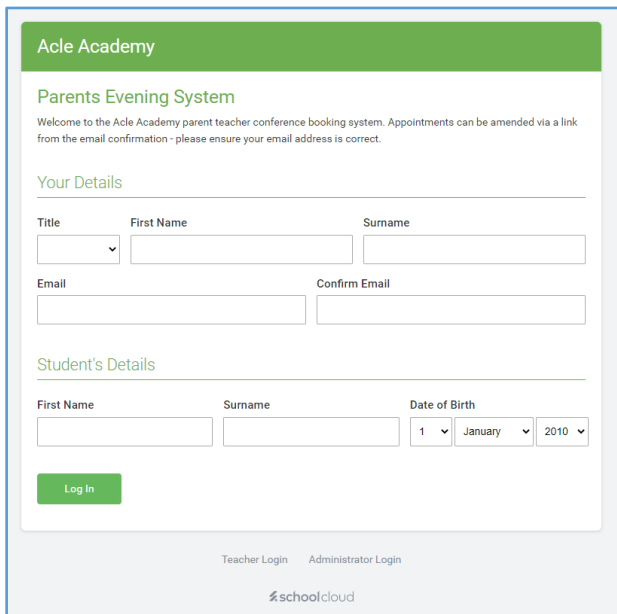
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Mr Minns (**8KGI**) 9.15-10.45 and 1.30-3.00 (Mr Minns replaces Mrs Gibbons as form tutor)

Parents' Evening Booking System Video Calls

In your Web Browser, navigate to: <https://acleacademy.schoolcloud.co.uk/>

You should see the below screen, fill in all of your details in order to access your Parent account.



The screenshot shows the login page for the Acle Academy Parents Evening System. At the top, there is a green header with the text "Acle Academy". Below this, the page title is "Parents Evening System". A welcome message states: "Welcome to the Acle Academy parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The page is divided into two main sections: "Your Details" and "Student's Details".

Your Details

Title: First Name: Surname:

Email: Confirm Email:

Student's Details

First Name: Surname: Date of Birth: 1 January 2010

Log In

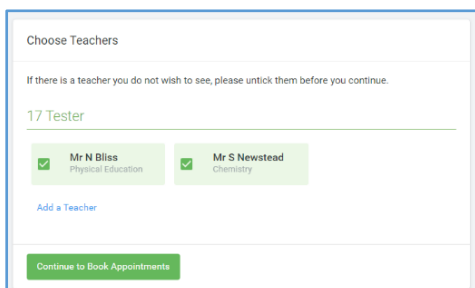
Teacher Login Administrator Login

schoolcloud

Booking

Once logged in, you will be able to create bookings for any upcoming tutor appointments that your child is assigned to.

You will be able to make amendments to your bookings up until two days before the event.



The screenshot shows the "Choose Teachers" selection screen. At the top, it says "Choose Teachers". Below this, there is a note: "If there is a teacher you do not wish to see, please untick them before you continue." The screen displays "17 Tester" and two teacher options, both of which are checked:

- Mr N Bliss (Physical Education)
- Mr S Newstead (Chemistry)

Below the teacher options, there is a link "Add a Teacher" and a green button "Continue to Book Appointments".

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You will receive an email with the below information when you create appointments.

On The Day of your Appointment

Once logged in, you will see the below screen, with information on the date of appointments.

Click “Join Video Appointments” when you are ready to. You may have to allow your camera and microphone access, via a pop-up in your browser. It is advisable to test this beforehand on a service such as <https://www.onlinemictest.com/webcam-test/>

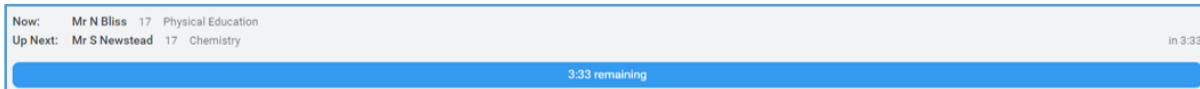
On-screen you will then see a countdown to your appointment.

Once the countdown ends, above the video call it will display your current appointment, and the time remaining. Appointments are 5 minutes long & cut off automatically once the timer ends.

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Underneath the video call you can enable/disable your audio & video, or end the call prematurely.



Once you are logged in, you will be able to book a weekly appointment in advance for the rest of the term.

Any parents who are unable to book an appointment **will be contacted via a phone call** by their child's tutor. As a school we are committed to maintaining contact with all families and to check in on the wellbeing of our students. If we are unable to make contact with a student over a two week period we may need to consider home visits. Tutors will always leave a message if we are unable to reach you by phone. If parents or carers miss a telephone call or appointment, please do let us know that all is well by ringing into the school or dropping the tutor a quick email.

If you need further support in setting this up please do not hesitate to contact the office and a member of our team will get back to you.

Kind Regards

Helen Watts and Camilla Skarin

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