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# Year 11 Parents Consultation Evening

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January 2021

Dear Parent/ Carer,

The Year 11 Parents' Evening will be held **on Thursday 21<sup>st</sup> January 2021 between 4.00pm – 7.00pm.**

Due to COVID restrictions **these meetings will need to take place online rather than in person.** The online booking system will be available for you to book appointments from **Friday 8<sup>th</sup> January at 9am. The booking deadline is 20<sup>th</sup> January 2021 at 3.30pm.**

Please be aware that meetings are 5 minutes in length and the system will automatically terminate the meeting after 5 minutes. Teachers have no control over this.

We would ask that you **follow the attached instructions on the next page.** We did have some teething problems last time but hopefully these have been ironed out. It is important to fully read the instructions below though prior to the evening.

We would encourage all pupils to attend online with their parents and play an active role in the consultations.

All of your child's subject teachers will be available for appointments to discuss his/her progress unless shown otherwise when booking. Please be aware that it will not be possible to book appointments with your child's Head of Year or tutor, unless they teach your child. If you wish to discuss any pastoral issues with the Year lead or tutor please email them at school to arrange a separate appointment.

We do hope that you will be able to join us online for this important evening. Should you have any queries regarding the above arrangements please do not hesitate to contact your child's tutor. If you experience problems with the online booking system or do not have online access, please contact the school office for assistance.

Yours sincerely,

Toni Wilden  
Head Teacher  
Test Valley School



# Parents' Evening Booking System for Year 11 Parents' Evening

If you are unable to use the Internet to make your booking, please contact the school office who will be able to assist.

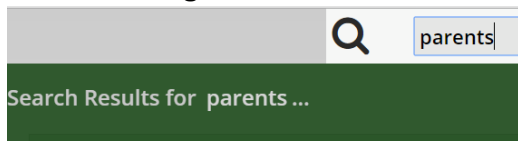
**You do not need a username and password to use this system**, and do not need an account for Moodle.

**Please remember that for the evening to run smoothly, each appointment will be limited to 5 minutes.**

Bookings can be made from Friday 8<sup>th</sup> January – 9am . **The booking deadline is 20<sup>th</sup> January from 3.30pm**

## How to book an appointment

- On the Test Valley School website — [www.testvalley.hants.sch.uk](http://www.testvalley.hants.sch.uk) — search for “Parents Evening”.



- Click on the ‘Top Hit’ search result, which is a link to the Parents’ Evening Booking System.
- Log in by entering your details and the details of your child.

You will need to enter your child’s **Legal Name** if this differs from their Preferred Name. Please also choose the **parent title** (“Miss”, “Ms”, “Mr”, etc.) that matches our records.

Parents/Carers Login Here:  
Fields marked with \* are mandatory.

\* Title

\* Surname

Enter Student Details Here:

\* First Name

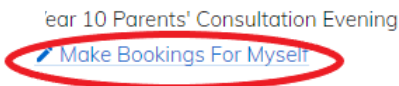
\* Surname

Date of Birth\*

Login

- Click on the **Make Bookings for Myself** link in blue under the ‘Parents’ Evening’ column.

Parents' Evening



- Across the top, you see each of your child’s subjects.

Design & Tech GCSE	English	Geography
Science		

Click on a subject name. Below the subjects, you will see the teacher name (if there are multiple teachers, click on the teacher with whom you would like an appointment).

- Click on an available slot with this teacher to book it.

Time	Duration	Action	Status
16:00	5 mins	Book	AVAILABLE
16:05	5 mins	Book	AVAILABLE
16:10	5 mins	Book	AVAILABLE
16:15	5 mins	Book	AVAILABLE
16:20	5 mins	Book	AVAILABLE
16:25	5 mins	Book	AVAILABLE
16:30	5 mins	Book	AVAILABLE
16:35	5 mins	Book	AVAILABLE
16:40	5 mins	Book	AVAILABLE
16:45	5 mins	Book	AVAILABLE

- Click **Make Booking** in the popup.

**Make Booking**

Do you have any particular issues or discussion topics? Feel free to leave blank if not.

Press 'Make Booking' to confirm the booking.

Make Booking Close

- Use the subject boxes at the top to switch to another subject for which you would like an appointment. Again, choose a slot and click **Make Booking**. Repeat as desired.

Design & Tech GCSE	English	Geography	HT
Science			

- When you have booked all the appointments you need, click **Print your bookings** or **Email your bookings** on the right to receive confirmation.



## How to attend an appointment

1. To attend the Parents Evening, please login again before the first appointment starts.
2. On the main dashboard page you will now see a 'Join Video Appointment' button.

### Parents' Evening

Test evening

[Make Bookings For Myself](#)

[View my booking schedule](#)

Join Video Appointment

Press this and you will be taken to a page with a placeholder for a video image, media controls and your booking schedule.

### Video Call



Clicking on the blue microphone and camera buttons will enable/disable these features. The red phone icon will hang up the call.

**You will be asked to give permission for your browser to use your microphone and camera. Click 'yes' to each of these when prompted.**

3. When the first meeting is due to start, the video rectangle will automatically change to show the teacher and you will be able to talk.

### **Note the timer at the top of the screen.**

Each appointment is 5 minutes long and with a few seconds before it reaches zero, your meeting will end. Stay connected and if you have a meeting directly afterwards, the next teacher will appear.

This will repeat until you have completed all the appointments. There is no need to disconnect as the system is automated to

connect to the next teacher at the correct appointment time.

4. When all appointments have been attended you may close the web browser.