



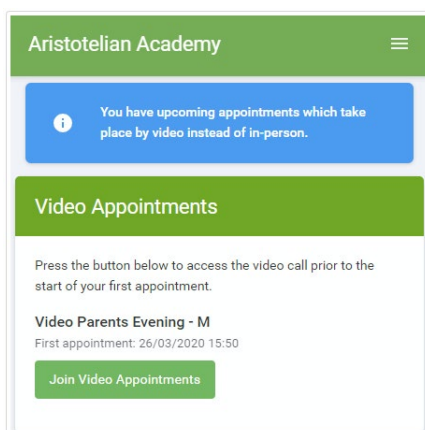
Dear Parents/Carers,

Years 12 & 13 Online Parents' Consultation Evening

I do hope that this letter finds you and your family well. On Tuesday 21st November, from 4pm until 7pm, we will run a Parents' Consultation Evening for Years 12 and 13. This will be an opportunity for you to meet with your child's subject teachers so that you can understand what progress they have made since they returned to school in September; and what their targets are for the rest of the year. Prior to this, you will receive an interim report on your child's progress in each subject.

All appointments will be by video using our parents' evening booking system. The purpose of this letter is to set out to you how this will work.

- 1) The system will open for you to make an appointment with your child's teachers from Friday 10th November at 6pm and will close on Sunday 19th November at 10pm. To make an appointment you should follow this link <https://kimberleyschool.parentseveningsystem.co.uk>. You can access help on setting appointments using this [guide](#)
- 2) On the evening itself you will need to:
 - Log in again to the booking system - <https://kimberleyschool.parentseveningsystem.co.uk>
 - 60 minutes before the appointment you will see this message



- When you click *Join Video Appointments* the video call screen will be displayed and you may be asked if you wish to allow access to your camera/microphone, in which case please click yes.
- On this screen you will see the following:
 - At the top left the teacher name (and subject details) for your 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 Start Appointment button.
- When the Start Appointment button appears you should select this and the meeting will start.



- During the call you will also see the remaining time for the appointment counting down in the blue bar at the top of the screen. **Please note that appointments cannot be extended beyond the planned finish time.**
- If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).
- When the countdown in the blue bar stops the appointment time is over and the call will automatically end.
- You will then see a countdown for your next appointment. When your next appointment starts the screen will display a *Start Next Appointment* button which you should click on.

3) In order to access these video calls you need to have 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 - download here)
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox
 - We would recommend you use 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.

4) If you need any technical advice about how to access the appointments you can access this [guidance for parents](#). You can also email the school ICT help desk – h.desk@kimberleyschool.co.uk. This account will also be monitored during the consultation evening itself so you will be able to contact us if you have any difficulties accessing the appointment.

Please remember that your appointment will only last for 5 minutes. If you have a concern or question that is not answered during the evening, then you should ring school the following day and ask to speak to someone in the 6th Form team.

I hope the evening is productive for you and your son or daughter.

Yours faithfully,

Andrew Park
Head Teacher

