



Dear Parent/Carer,

Parents Evenings

Following our virtual Tutor Evenings at the end of last term, we would like to invite parents of pupils in Years 5, 6 and 7 to discuss your child's progress with their individual subject teachers at our forthcoming virtual Parents Evenings. We extend this invitation to parents of any Year 8 pupils who were unable to make appointments at the evening held in January. We have three sessions on

- **Thursday 18th March, Monday 22nd March and Monday 29th March – all between 4.30pm and 7.00pm.**

We will be using our online booking system for this event; this will allow you to book your own appointment times with up to six teachers of your choice. Appointments will be restricted to five minutes per teacher. Please note this is on a first-come first-served basis. Appointments will not be available outside these times so it is imperative that bookings are made within the below time window; the earlier you book, the more choice you will have.

To make your bookings, go to <https://fairlandsmiddle.parentseveningsystem.co.uk> – a link to the booking site can be found on our school website. Full instructions for booking appointments, and making the video calls are attached. Please note, if your child has a class with a 'shared teacher', you are requested to only book one appointment with one of the teachers (i.e. one appointment per subject).

The system will be available for bookings from Tuesday 2nd March at 6pm, until Tuesday 16th March at 6pm.

If you have any difficulties using the online system, please do not hesitate to contact the school, preferably by email to office@fairlandsmiddleschool.co.uk. If you are unable to access the internet, please phone the school office on 01934 743186.

Yours sincerely,

Kate Persaud
Deputy Headteacher



Fairlands Middle School

Masons Way, Cheddar, Somerset, BS27 3PG, Tel: (01934) 743186 Fax: (01934) 744457 Absence Line: (01934) 743908
E-Mail: office@fairlandsmiddleschool.co.uk Website: www.fairlandsmiddleschool.co.uk

Headteacher: Stefan McHale
Deputy Headteachers: Helen Heffernan and Kate Persaud
Associate Leaders: Robert Cooling and Matthew Vincent

Safeguarding Children is everyone's responsibility.

If you are worried about any child please make an appointment to see either Helen Heffernan, Designated Safeguarding Lead or Robert Cooling, Kate Persaud, Felicity Grant, Sally Virgin, Designated Safeguarding Deputies
Alternatively, you can phone NPSCC: 0808 800 5000 Somerset Direct: 0300 123 2224

Parents' Guide for Booking Appointments

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

Step 1: Login

Please fill out all the details on the page. Provide an email address to which a confirmation of your appointment will be emailed to you.

Please use your child's "preferred" forename that matches our records.

Step 2: Select Parents Evening

Click the green tick to select the evening you want to make the appointment for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben
 Mr M Lubbock - Class 9A

Claire
 Mr T Smith - Class H

James
 Mrs E Paton - Class G

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green.

Click on the 'Continue' button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished making your appointment, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished

You will receive an email confirmation of your appointment. If you would like to send the school feedback about this system, click on "Send Feedback".

How to attend your appointments via video call

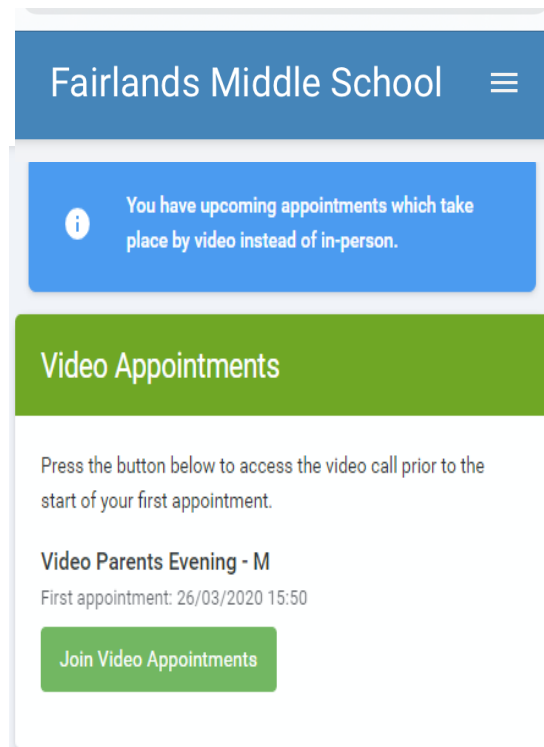
1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at the usual web address for your school

(<https://fairlandsmiddle.parentseveningsystem.co.uk>)

or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment.

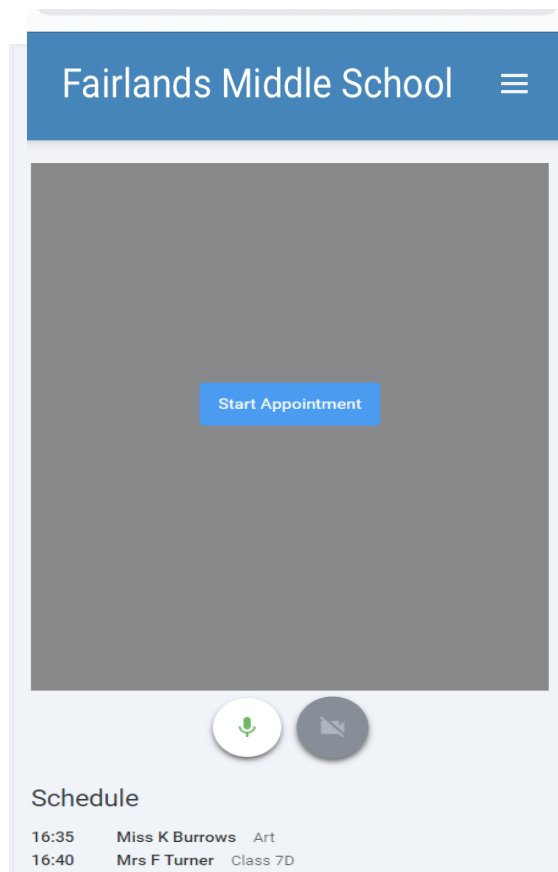


2. The Video Call screen

When you click *Join Video Appointments* the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes. On this screen you can see the following:

- At the top left the teacher name (and subject details) for the current and next 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.



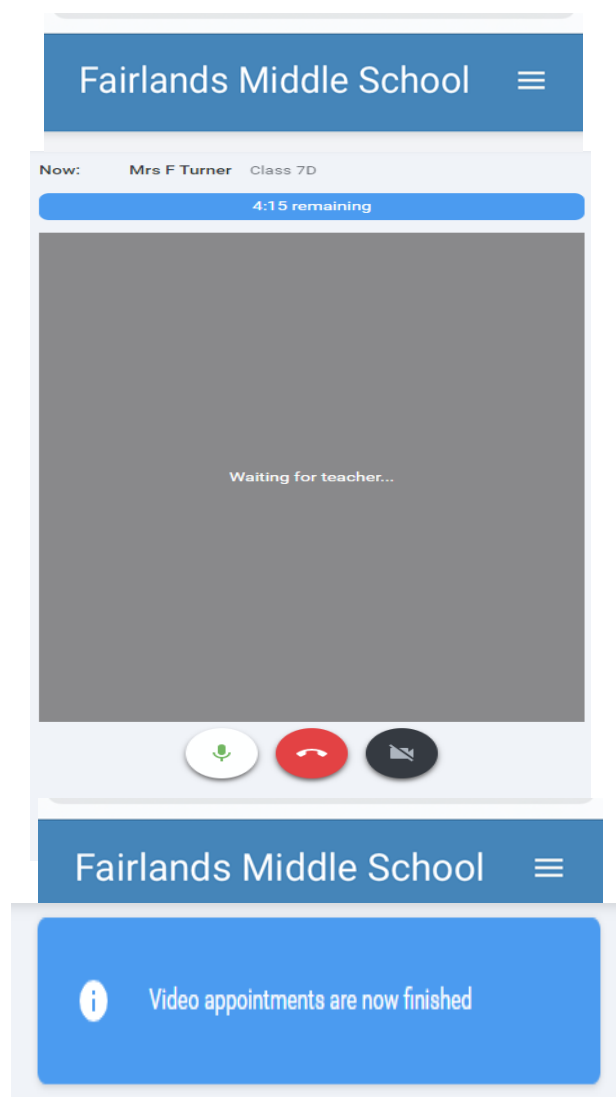
3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them. You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

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).

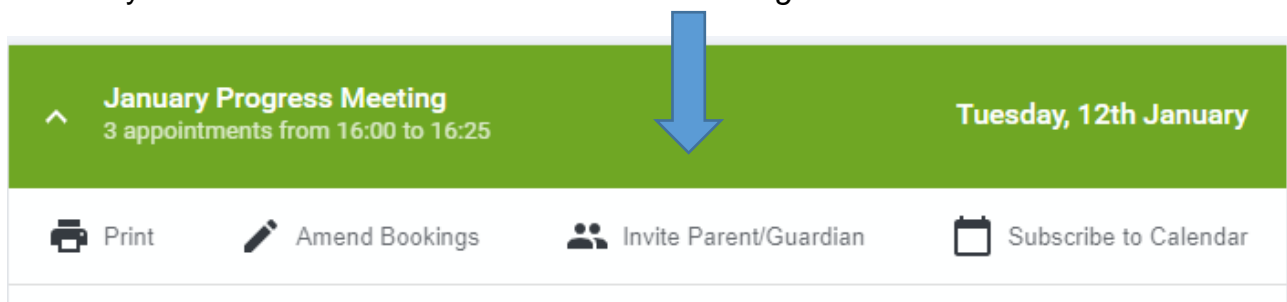
When the countdown in the blue bar stops the appointment time is over and the call will automatically end.



4. Inviting another parent/guardian 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 conference. 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.



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.

The 'Invite Parent/Guardian' dialog box has a blue header with a close button (X). Below the header, it says 'You may invite an additional parent/guardian to also attend the video call.' There are two input fields: 'Name *' with 'Jane Aaron' and 'Email *' with 'jaaron@test.com'. An orange banner states 'Anyone with access to the email will be able to join the video call'. A green checkmark indicates consent: 'I consent to sharing my name, student name, and list of appointments'. Below, it says 'Invite to all appointments for the following students:' followed by three options: 'Sophie Aaron' (checked), 'Liz Aaron' (unchecked), and 'Chris Aaron' (unchecked). At the bottom, there is a blue 'Send Invite' button and a 'Close' link.

The 'Manage Invites' dialog box has a blue header with a close button (X). Below the header, it says 'You may invite an additional parent/guardian to also attend the video call.' There is a 'New Invite' section with a green 'Invite Parent/Guardian' button. Below that is a 'Current Invites' section with the text 'To change invited guests, please remove and then invite again.' There are two invite entries. The first is for 'Elizabeth Aaron' (eaaron@test.com) for 'Liz Aaron', with 'Resend Invite' and 'Remove' buttons. The second is for 'Jane Aaron' (jaaron@test.com) for 'Sophie Aaron', also with 'Resend Invite' and 'Remove' buttons. At the bottom, there is a blue 'Close' button.

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 allows you to Resend invites or Remove them.

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note that a call can have a maximum of 4 people in it at any one time. In cases where a school has assigned 3 teachers to take joint appointments for a class, a parent can still invite a guest, but once the number of participants in the call reaches 4 no further people can join it (unless one of them leaves).