



Venerable Bede Church of England Academy

Dayspring Trust



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January 2022

Dear Parent/Carer,

Year 11 Parents' Evening: Thursday 10th February 2022 (3.30 – 6.30pm)

We would like to invite you and your child to attend our Year 11 Parents' Evening on Thursday 10th February from 3.30pm to 6.30pm. We will be holding this evening in 'virtual' format. The evening will be operated through 'SchoolCloud' which enables the opportunity for 5 minute consultation meetings, either by video or telephone, with subject staff to discuss your child's progress.

The 'SchoolCloud' software is open for appointment bookings from **4pm on Wednesday 2nd February and will remain open until 4pm on Wednesday 9th February.**

Please visit <https://VBede.schoolcloud.co.uk/> to book your appointments.

A short guide on how to log in to this software and add appointments is included with this letter. 'SchoolCloud' have also produced a very helpful step by step guide about 'how to attend appointments over video call' which can be found by clicking this [LINK](#). **You will need to enter your email address, First Name and Last Name, along with your child's date of birth, to access the booking system.** Once you have booked your appointments online you will receive an email confirming your bookings.

As a small number of staff teach several Year 11 classes it may transpire that you are unable to book an appointment due to limited availability. In this instance, please can you join the 'waiting list' for the teacher if you need to speak with them and we shall arrange a time for the staff member to contact you directly as soon as possible.

Appointments will be limited to five minutes, so please be aware that the system cuts the connection after this time. **We will be issuing annual subject reports ahead of the parents' evening** - it may be helpful to jot down a few questions on each subject in advance of the evening so your appointments are focused and make the most of the limited time. If you wish, you can also optionally leave a message for the teacher to say what you'd like to discuss or to raise anything beforehand.



If you are late starting the video call, you can still join the call if it is within the scheduled appointment time, however, your appointment will automatically end at the scheduled end time. During your appointment, you will see a countdown timer so you know when the call will disconnect. If one party loses connection, please just wait whilst they log in again and you should be able to resume.

If you wish to discuss any pastoral concerns that you have, you can arrange a meeting with your child's form tutor or Mrs Outen, Head of Year 11.

On the day of your appointment, please log on in advance of your appointment time in case you have any delays accessing the system and so you can test all is working as planned. You need to click the 'allow' pop-ups to enable your microphone and your camera. If there is a sound or display issue, please try clicking the microphone/camera icon off and on again.

We look forward to meeting you via our virtual system and appreciate your continued support. Should you have any further queries in the interim, please do not hesitate to contact school, and we will do our best to answers queries as quickly as possible.

Yours faithfully



Mrs T Burgess

Deputy Headteacher

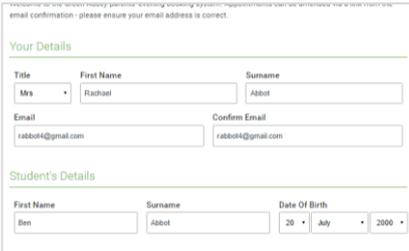




 schoolcloud

Parents' Guide for Booking Appointments

Browse to <https://VBede.schoolcloud.co.uk/>



email confirmation - please ensure your email address is correct.

Your Details

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

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

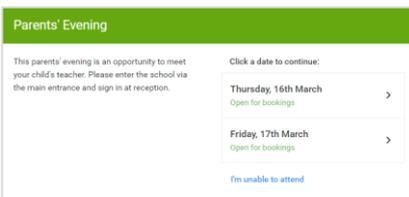
Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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.



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:

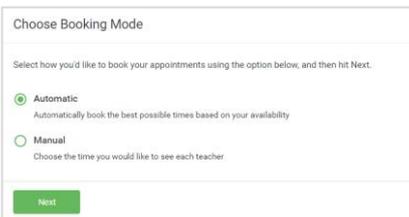
- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date? 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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

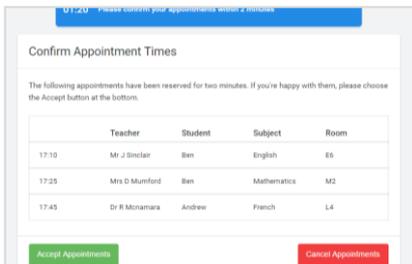
Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

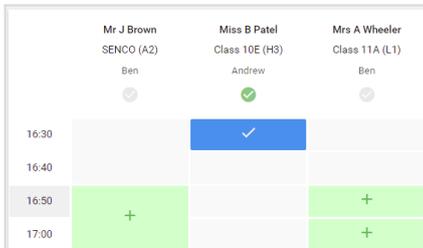
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 6a: Book Appointments (Automatic)

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 6b: Book Appointments (Manual)

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 to 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.



Step 7: 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'.

Protocol and guidance for Virtual Parents Evenings

As virtual events are relatively new to us at Venerable Bede, we thought it important to establish some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

- Conversations should take place in appropriate locations.
- All participants should be appropriately attired as they would be for a real-life face to face meeting.
- Conversations must not be recorded.
- If you are using a device to enable both parents from different households to attend simultaneously e.g. FaceTime or WhatsApp please flag this up to the teacher as a matter of courtesy at the start of the conversation.
- As in real life, your child is welcome to attend.
- Appointment times are not flexible and will start and finish exactly on time. Appointments will be automatically stopped once the allotted time has ended.

Advice

- School Cloud has been trialled extensively within school and therefore we anticipate things to run smoothly from the school site – should there be any issues we will try our best to resolve as soon as possible but please be forgiving of any technical hitches.
- In order to have a video call appointment you need to have as a minimum:
 - A device with a microphone or speaker
 - A compatible web browser:
 - iPhone/iPad: Safari
 - Android: Chrome or Firefox
 - Windows: Chrome, Firefox or Microsoft Edge
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox
- It is recommended that, where possible, you use a headset or earphones to reduce echo.
- Please note that, whilst 'video call' is the default setting for appointments, there is the option to join the meeting without your video enabled if you wish. If you would prefer the appointment to be an audio call only, please let the member of staff know at the very start of the call, so that they can also switch off their video.
- Try logging on up to an hour before - if you can't see "Join Video Appointments" check as below.
- The same parent/carer who made the appointments MUST be the one to log in as the appointments are linked to his/her details only and NOT to the other parent.
- Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them.
- Better sound is achieved if only one person speaks to the microphone at a time.
- If one party loses connection please just wait whilst they log in again - you should be able to resume the conversation.
- If there is a sound /display issue try clicking the microphone/camera icon off and on again.
- **If there is still an issue try logging off and logging on again** or try another device.
- If possible have a backup device ready for you to log on and use.