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Headteacher: Mrs S. King

02 March 2022

Dear Parent/Carer

Year 7 Remote Subject Evening: Thursday 10 March 2022 – 3.00pm to 7.00pm

The online booking system for the Year 7 Subject Evening will open at 7.00 pm on Thursday 3 March and close at 12.00pm on Thursday 10 March. This is an opportunity for you to meet with your child's subject teachers and discuss the progress they have made this academic year.

The link to the booking system is: <https://bristolfreeschool.parenteveningsystem.co.uk/>

This event will be held virtually using the video appointment feature of the Parent Evening booking system.

To access the booking system you will need to enter your surname, your email address, your child's legal forename and surname and their date of birth, all exactly as we have on record.

You will be able to make a 5-minute appointment with your child's teachers at a time of your choosing between 3.00pm and 7.00pm. You can access the booking system by using the link above and further guidance is included with this letter about using the video appointment feature.

Please make appointments for all staff that you would like to see, we would recommend you making appointments with all core subject teachers where possible (English, maths and science).

If you are unable to book an appointment with a teacher then please add a waiting list entry with a detail of your query. The teacher will aim to contact you either on the evening or at a convenient time. In many of our Foundation subjects teachers will have multiple classes so it may not be possible for them to meet with all parents.

Please do highlight any particular issues or concerns that you would like to discuss to help make the appointment as useful as possible.

Should you need any further information, please do not hesitate to contact the main school reception, where staff will be happy to help.

We look forward to seeing you (virtually) on Thursday 10 March

Yours sincerely

Mr J Fernandes
Deputy Headteacher

Parents' Guide for Booking Appointments

Browse to <https://bristolfreeschool.parentseveningsystem.co.uk/>

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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.

The screenshot shows a green header 'Parents' Evening'. Below it, there is a paragraph of text and a 'Click a date to continue:' section with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. A link 'I'm unable to attend' is at the bottom.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

The screenshot shows a 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

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

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 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Munnford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

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 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Step 5b (Manual): Book Appointments

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 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.

Year 11 Subject Entries

Thursday, 18th April

My Bookings

Time	Teacher	Student	Subject	Room
15:00	Mr. Brown	Ben	SENCO	11
15:10	Mr. Wheeler	Ben	Maths	11
15:17	Mr. Wheeler	Ben	Maths	11
15:20	Mr. Wheeler	Ben	Maths	11
15:25	Mr. Wheeler	Ben	Maths	11
15:30	Mr. Wheeler	Ben	Maths	11
15:35	Mr. Wheeler	Ben	Maths	11
15:40	Mr. Wheeler	Ben	Maths	11

Step 6: 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*.

Video Appointments: Parents - How to attend appointments over video call

This article tells you what to do when your school has informed you that your appointments with teachers will be held via video call.

In order to make 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 (<https://www.microsoft.com/en-us/edge>))
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

We also recommend:

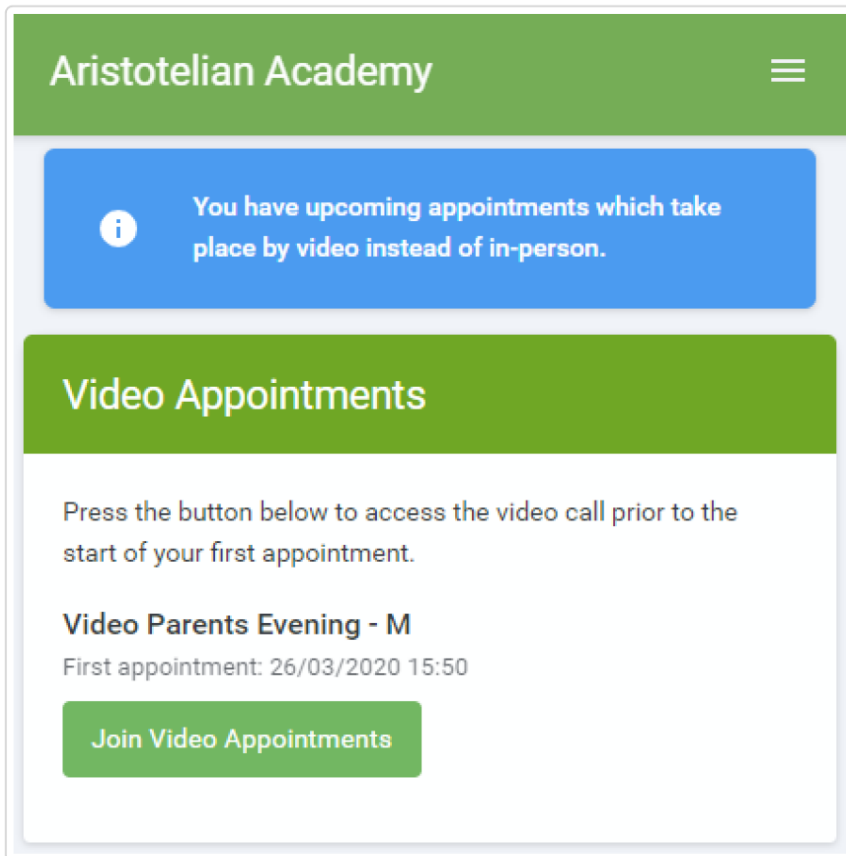
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

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, 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.

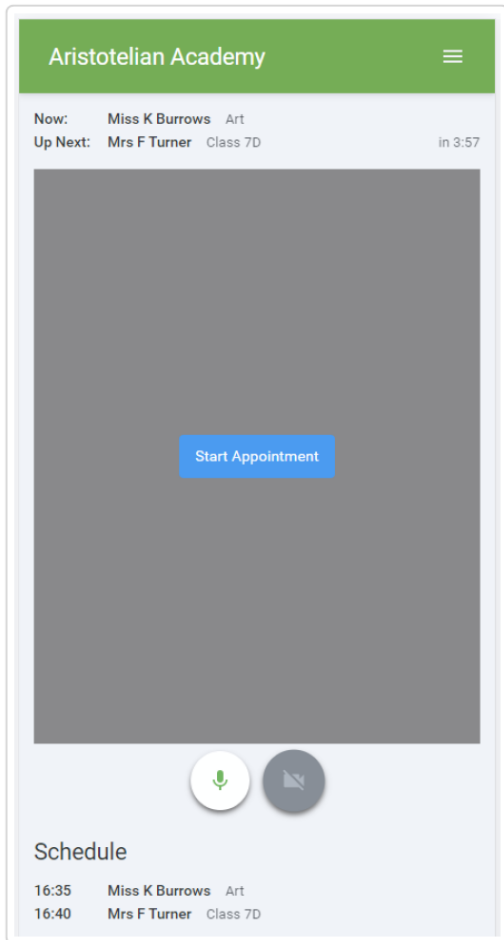


2. The Video Call screen

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.

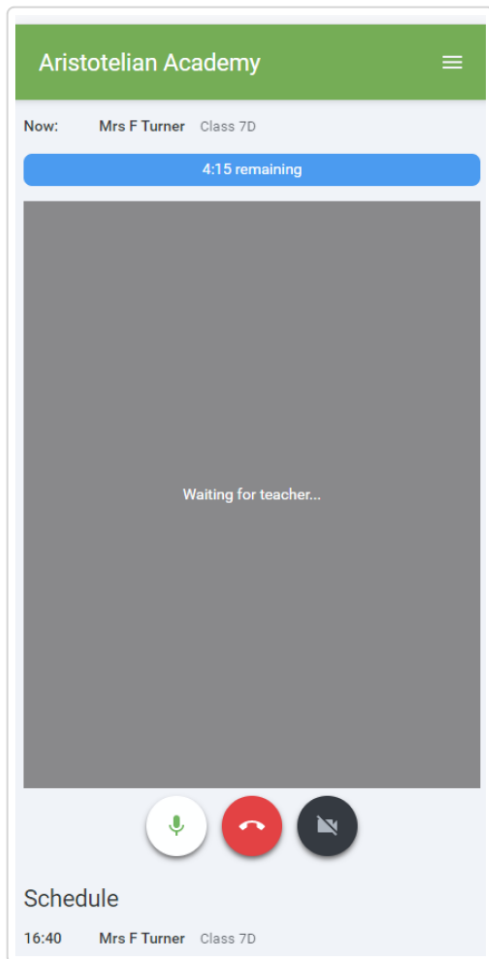
On this screen you can see the following:

- 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.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer. The appointment will always end at the scheduled time.

4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

