

December 2020

Dear Parent / Carer,

Year 11 Parents Evening - Online Booking System

We will be holding our Year 11 Parents Evening on Thursday 14th January 2021. This will run from 3.30pm until 6.30pm and will allow you to speak with your child's subject teachers. This has been a difficult year for all and you will no doubt have questions about how your child is progressing in their GCSE subjects and more general queries on how they prepare for their final terms at Poltair School.

Due to current Covid-19 guidance, these will not be held face to face as we would normally. Instead we will hold these meetings online via our Parents Evening booking system's "Video Appointment" function.

In order to make booking appointments easier, you are invited to use our online booking system.

- You will be able to book an appointment for Thursday 14th January 2021.
- Your 5-minute video appointment will be with your child's subject teacher.
- You will be able to add a short note via the booking system regarding any issues or matters you would like to raise.

What happens if I have no internet access?

Please contact us by telephone 01726 874520 with details of your availability between 3.30pm until 6.30pm, and we will arrange appointments on your behalf.

How do I make appointments?

You can visit the Parents Evening page on the school website or access the link below and follow the instructions.

- Step 1. Using your internet browser, enter <https://poltair.parentseveningsystem.co.uk/>
- Step 2. Complete the details on the home page using Child's **preferred** name. Choose 'Log In'
- Step 3. Choose your preferred date and then booking method, Automatic or Manual
- Step 4. Follow the online instructions to book an appointment with the allocated member of staff.
- Step 5. Once finished the system will send confirmation of your chosen date/time if you included an e-mail address on the Login page.

Further information on how to book and use the video appointment system can be found at - [Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](#)

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tel: (01726) 874520

web: www.poltairschool.co.uk

e-mail: enquiries@poltair.cornwall.sch.uk



Requirements: In order to make video calls Parents need to have *as a minimum*:

- a device with a microphone and speaker and a compatible web browser

We 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.
- Please use one of the following compatible web browsers:

iPhone/iPad: Safari

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium) - [download here](#)

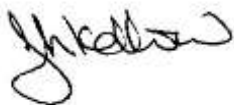
Mac: Safari, Chrome or Firefox

Linux: Chrome or Firefox To make appointments please follow the instructions below or consult the Help Sections within the software and on our website.

If you are using an iPhone/iPad it needs to be on iOS 14.3. Earlier versions of the operating system may result in stuttering in the video appointment according to our system provider.

We look forward to seeing you on the 14th January, however if you have any queries in the meantime please email secretary@poltair.cornwall.sch.uk and we will deal with these when we return in early January 2021.

Yours faithfully



Mrs Kellow
Assistant headteacher