



Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT
Headteacher: Mrs M Mincher, Bsc, NPQH

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Year 9 Parents Evening

Dear Parent/Carer of {Student Name} in (Student form),

We will be holding a Year 7 parents evening on Thursday, 14th December from 4pm-6.30pm. This will be an opportunity for you to meet your child's subject teachers and to discuss their progress.

The evening will be held through video call. Information on how to book your appointments and how to access the video calls is beneath this letter.

Please use this to book time slots with the subjects that you wish to see. Be mindful there are only thirty slots per teacher, so book early to reserve a time with the subjects you would like to see. Each appointment will last five minutes.

If you wish to speak to one of your child's subject teachers that you don't have the capacity to speak to on this evening, you can email the specific subject teacher and arrange a phone call or separate time where you can discuss your child's learning in this subject. If you are unable to attend this evening, please contact the subject teachers by email to arrange an alternative time to meet.

Please find below the details on how to book an appointment for the 'Subject Progress Evening' and how to access the virtual video functionality for your appointments.

LOGIN CODE: (Insert Individual Code)

Please visit <https://kingsmeadonline.parentseveningsystem.co.uk/> to book your appointments.

You will also be able to speak to your child's Progress Leader on this evening if you have urgent queries regarding your child's progress across the curriculum.

Bookings are now open and will close on Thursday, 14th November at 12.00pm.

Thank you for your continued support with your child's learning.

Yours faithfully,



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Mr. R. Dyke

Parents' Guide for Booking Appointments

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

?

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.



Parent Login Code	Student DoB (dd/mm/yyyy)
<input type="text" value="10139309"/>	<input type="text" value="20/07/2000"/>
Email Address	Confirm Email Address
<input type="text" value="john.smith@gmail.com"/>	<input type="text" value="john.smith@gmail.com"/>
<input type="button" value="Login & Continue"/>	

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Enter the login code found in the letter.

Select a parents' evening to add appointments:

	Parents' Evening This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the main hall where this evening is taking place. Parking is available in the main school car park. Date: 24/01/2013 Time: 16:00 - 20:30	
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Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.



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Choose Teachers

Best teachers are listed below. If you don't wish to see a teacher, de-select them by clicking on the tick box. To remove a teacher, click their name to de-select them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Mr J Estephan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class RA
<input checked="" type="checkbox"/>	Dr S Munnings - French
<input checked="" type="checkbox"/>	Dr S Munnings - German
<input type="checkbox"/>	Dr S Munnings - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PE
<input checked="" type="checkbox"/>	Mrs J Young - Physical Ed

[Continue to Book Appointments](#) [Cancel](#)

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

	Mr J Atkinson English 15	Mr A Gray French 12	Mr A Pinkney Geography 16	Mr K Jacobs History 14	Mrs L Vernon Mathematics 14
16:00	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Home	Appointments																																				
Print Appointments	Your Appointments																																				
Select Evening																																					
Parents' Evening 24/01/2013	<table><tr><td>16:00</td><td></td></tr><tr><td>16:05</td><td></td></tr><tr><td>16:10</td><td></td></tr><tr><td>16:15</td><td></td></tr><tr><td>16:20</td><td>Mr A Pinkney - Geography (16)</td></tr><tr><td>16:25</td><td></td></tr><tr><td>16:30</td><td>Mr J Atkinson - English (15)</td></tr><tr><td>16:35</td><td></td></tr><tr><td>16:40</td><td>Mr A Gray - French (12)</td></tr><tr><td>16:45</td><td></td></tr><tr><td>16:50</td><td>Mr K Jacobs - History (14)</td></tr><tr><td>16:55</td><td></td></tr><tr><td>17:00</td><td>Mrs L Vernon - Mathematics (14)</td></tr><tr><td>17:05</td><td></td></tr><tr><td>17:10</td><td></td></tr><tr><td>17:15</td><td></td></tr><tr><td>17:20</td><td></td></tr><tr><td>17:25</td><td></td></tr></table>	16:00		16:05		16:10		16:15		16:20	Mr A Pinkney - Geography (16)	16:25		16:30	Mr J Atkinson - English (15)	16:35		16:40	Mr A Gray - French (12)	16:45		16:50	Mr K Jacobs - History (14)	16:55		17:00	Mrs L Vernon - Mathematics (14)	17:05		17:10		17:15		17:20		17:25	
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Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.



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Video: Parents – How to attend appointments over video call

This video shows you how to log in to book, and later attend, video appointments at your school's Parents Evening. Underneath the video is a help article with written information to the same effect including **how to invite another parent/guardian to join your appointments**.

[Video Parents Evening Demonstration](#) from [SchoolCloud](#) on Vimeo.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:

iPhone/iPad: Safari, Chrome

Android: Chrome, Firefox or the Samsung Browser

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

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 (or before, if you want to test your camera and microphone, etc) login to Tes Parents' Meetings at the usual web address for your school or click the login link from the bottom of the email confirmation you will have received.



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At the top of the page, you will see a **blue notice** telling you that you have upcoming video appointments, as well as a "[click here](#)" link which allows you to check that your internet connection and device can successfully connect to a video call.

The green *Join Video Appointments* button allows you to join your appointment on the day - or to test your camera/microphone at any time.

click here to test your connection prior to the start of your next appointment on 12/09/2021.' At the bottom of this white box is a green button with the text 'Join Video Appointments'."/>

You have upcoming appointments which take place by video instead of in-person.

Video Appointments

Press the button below to access the video call or [click here](#) to test your connection prior to the start of your next appointment on 12/09/2021.

Join Video Appointments

2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* 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.

From here you can blur your background in video calls, turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.



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Blur my background

Microphone



Sound detected - your microphone is working

Speakers



Play a test sound

Proceed to Video Call

3. The Video Call

On this screen you can see the following, when in a call:

- At the top left the teacher's 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 control buttons allow you to mute the mic or turn off the camera. The cogwheel allows you to change the settings, such as blurring your background, or choosing to use a different mic or camera (if you have more than one available).



- When another person is available these also show a pickup button to start the call



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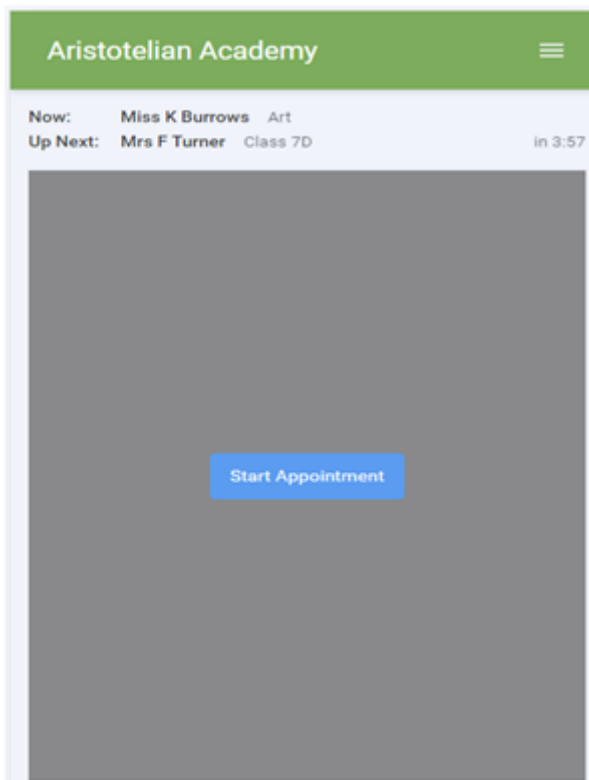
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and a hang up button to leave the call.



In the middle, when your appointment is due to start, the *Start Appointment* button



Once the call has been joined, an option to *Open Chat* will also appear. This allows you to chat via text if that is required.



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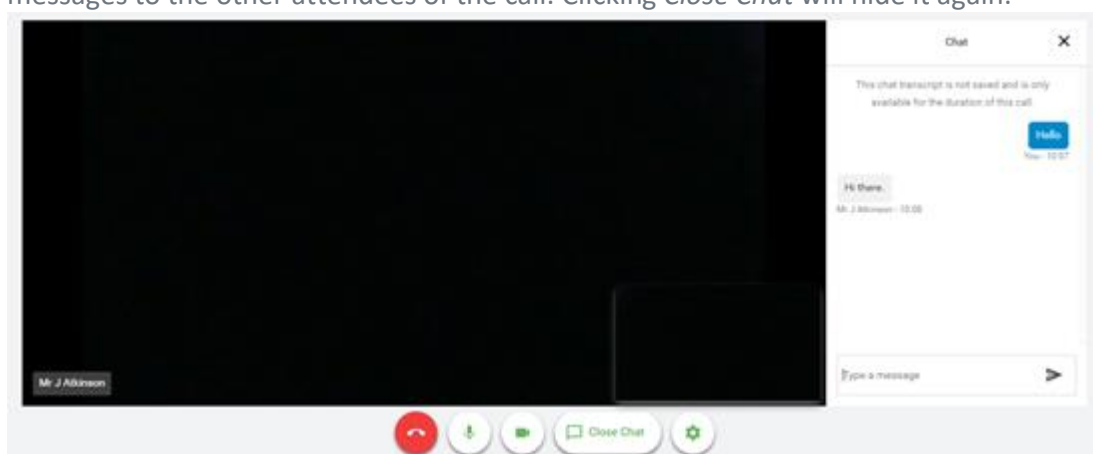
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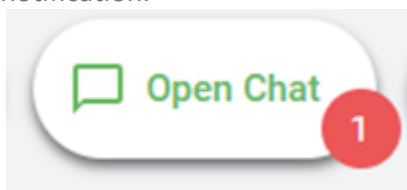
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Clicking will open a chat window to the right-hand side of the video window allowing you to send messages to the other attendees of the call. Clicking *Close Chat* will hide it again.



If a text message has been sent, but you have not opened the chat window, you will see a notification.



4. 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.



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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 a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

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.

5. 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.