



29th November 2022

Dear Parents / Guardians & Students,

Wykham Park & Futures Institute Year 11 Parents Evening

Thursday 8th December face to face at school 16.00 to 18.30 or Thursday 15th December virtually 16.00 to 18.30

As outlined in my previous letter we are holding both a face to face and online virtual year 11 parents evening this term to enable parents to choose the format that best suits them.

We ask that you now please book appointments at either the online or the face to face event and not both to enable us to offer appointments to all those who want one.

Please find details on how to book appointments below. All bookings whether virtual or face to face are generated through our online booking system and will be on the Wykham Park School Cloud system <https://wykhampark.schoolcloud.co.uk/>.

Face to face If you choose to attend the face to face evening it will take place for both Wykham Park and Futures Institute students in the Buttery / Library at Wykham Park and appointments will be 5 minutes each.

Virtual - You will have an opportunity to book an individual appointment for each subject, each appointment will last 5 minutes and is on a timer. Please ensure that you are ready from the start of your time slot in order to maximise your appointment. The system automatically ends your appointment at the end of the booked session even if you were late starting!

Just in case this is the first time that you are attending a virtual Parents Evening we advise that you log in before Parents Evening, (see the attached guidance for booking appointments). We have occasionally found that phones haven't worked as well and therefore if you have the option please do dial in from a tablet, laptop or PC.

We continue to encourage parents and students to communicate with and work alongside us on a regular basis and all subject teachers welcome email or telephone contact regarding individual students at any time. This is often the most timely and appropriate way of dealing with and resolving concerns rather than waiting for the short appointment available on a Parents Evening, (please see below for teacher email addresses).

There is also a very useful video which can be found here:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If there are any problems please do not hesitate to contact Mrs Chipperfield kchipperfield@futures-aspirations.org for Futures students or Miss White kwhite@wykhampark-aspirations.org for support.

Subject	Teacher	email address
Computer Science	Ms Barber	kbarber@wykhampark-aspirations.org
Engineering	Mr Collins	acollins@wykhampark-aspirations.org
English	Mr Medwin	jmedwin@wykhampark-aspirations.org
English	Mrs Kinsella	bkinsella@wykhampark-aspirations.org
Geography	Mr Chilton	dchilton@wykhampark-aspirations.org
Geography	Mr Sheppard	rsheppard@wykhampark-aspirations.org
Hospitality & Catering	Mr Allen	wallen@wykhampark-aspirations.org
Maths	Mrs Young	syoung@wykhampark-aspirations.org
Maths	Mr Puran	epuran@wykhampark-aspirations.org
Science	Miss Pomfrett	gpomfrett@wykhampark-aspirations.org
Science	Mrs Sterland	lsterland@wykhampark-aspirations.org

Best wishes



Mrs Julia Ingham
Vice Principal
Banbury Aspirations Campus

Parents' Guide for Booking Appointments

Step 1: Login

Click on the following link

<https://wykhampark.schoolcloud.co.uk/>

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 login form with two sections. The first section, 'Your Details', contains fields for Title (a dropdown menu with 'Mrs' selected), First Name (text box with 'Rachael'), Surname (text box with 'Abbot'), Email (text box with 'rabbot4@gmail.com'), and Confirm Email (text box with 'rabbot4@gmail.com'). The second section, 'Student's Details', contains fields for First Name (text box with 'Ben'), Surname (text box with 'Abbot'), and Date Of Birth (three dropdown menus for day, month, and year, with '20', 'July', and '2000' selected respectively). A green 'Log In' button is located at the bottom of the form.

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 screen titled 'Parents' Evening'. On the left, there is a text box stating: '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.' On the right, under the heading 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March'. Each date has a green link 'Open for bookings' and a right-pointing arrow. At the bottom, there is a blue link 'I'm unable to attend'.

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.

The screenshot shows a screen titled 'Choose Booking Mode'. It contains a text box that says: 'Select how you'd like to book your appointments using the option below, and then hit Next.' Below this, there are two radio button options. The first option is 'Automatic', which is selected (indicated by a green dot), and it has a subtext: 'Automatically book the best possible times based on your availability'. The second option is 'Manual', which is not selected (indicated by a grey dot), and it has a subtext: 'Choose the time you would like to see each teacher'. At the bottom of the screen, there is a green 'Next' button.

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.

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).

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

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 Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

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.

	Mr J Brown SENCO (A2) Ben ✓	Miss B Patel Class 10E (H3) Andrew ✓	Mrs A Wheeler Class 11A (L1) Ben ✓
16:30		✓	
16:40			
16:50	+		+
17:00			+

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 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*.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ran	SENCO	A2
15:10	Mr J Sinclair	Ran	English	F6
15:15	Mr J Sinclair	Andrew	English	F6
15:20	Mr K Jacobs	Ran	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

Parents' Guide for virtually attending parents evening

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (We would recommend before to test your camera and microphone) 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.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.

Aristotelian Academy

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

Video Appointments

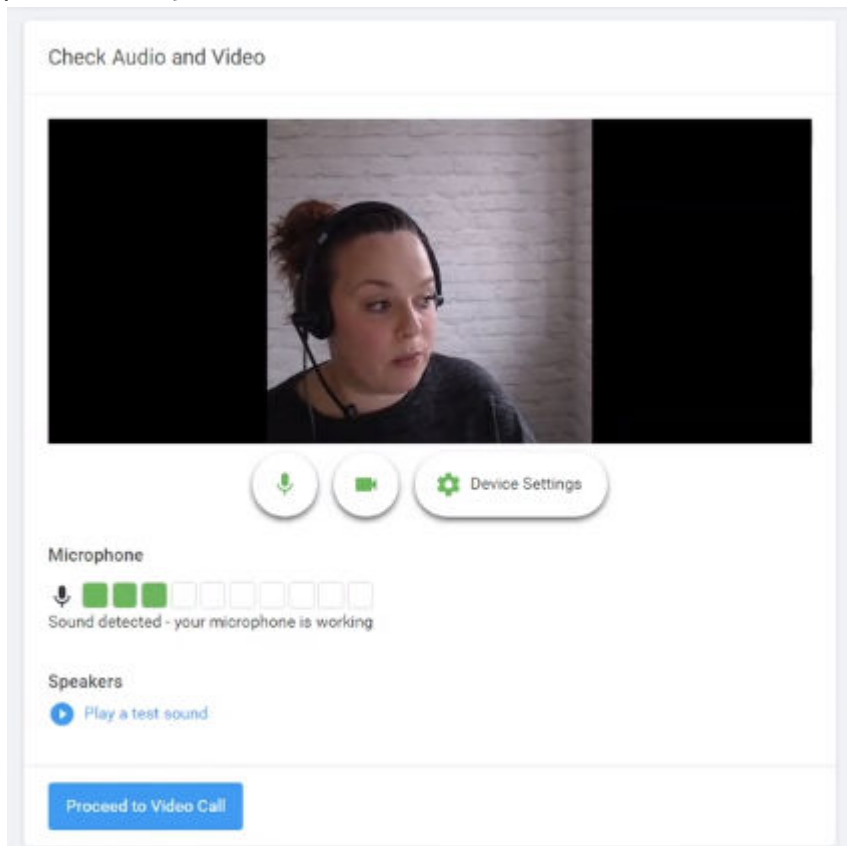
Press the button below to access the video call or to test your camera/microphone prior to the start of your first appointment.

test evening
First appointment: 16/11/2020 16:00

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 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*.

2. The Video Call

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

- 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.



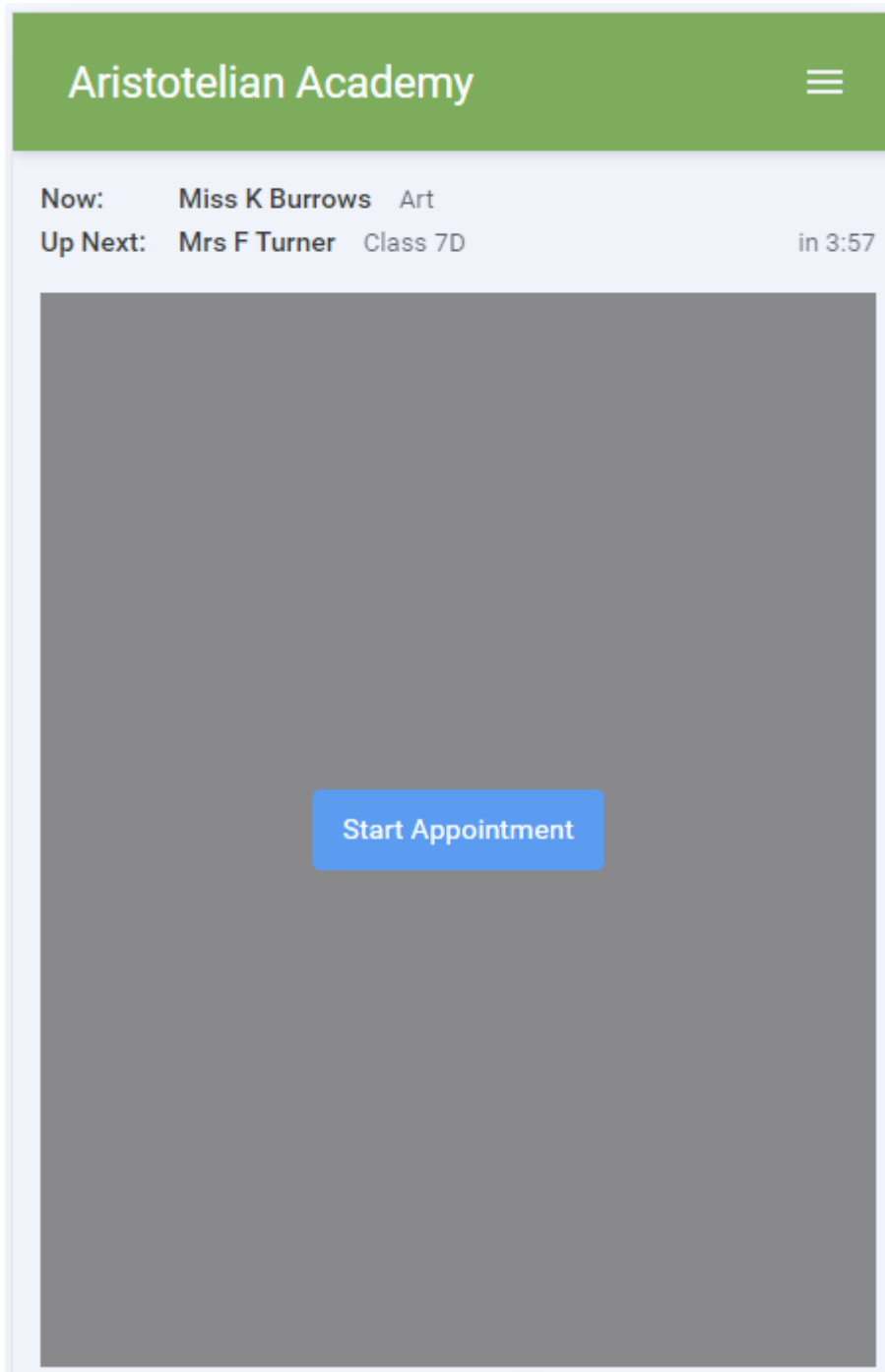
When another person is available these also show a pick up button to start the call



and a hang up button to leave the call.

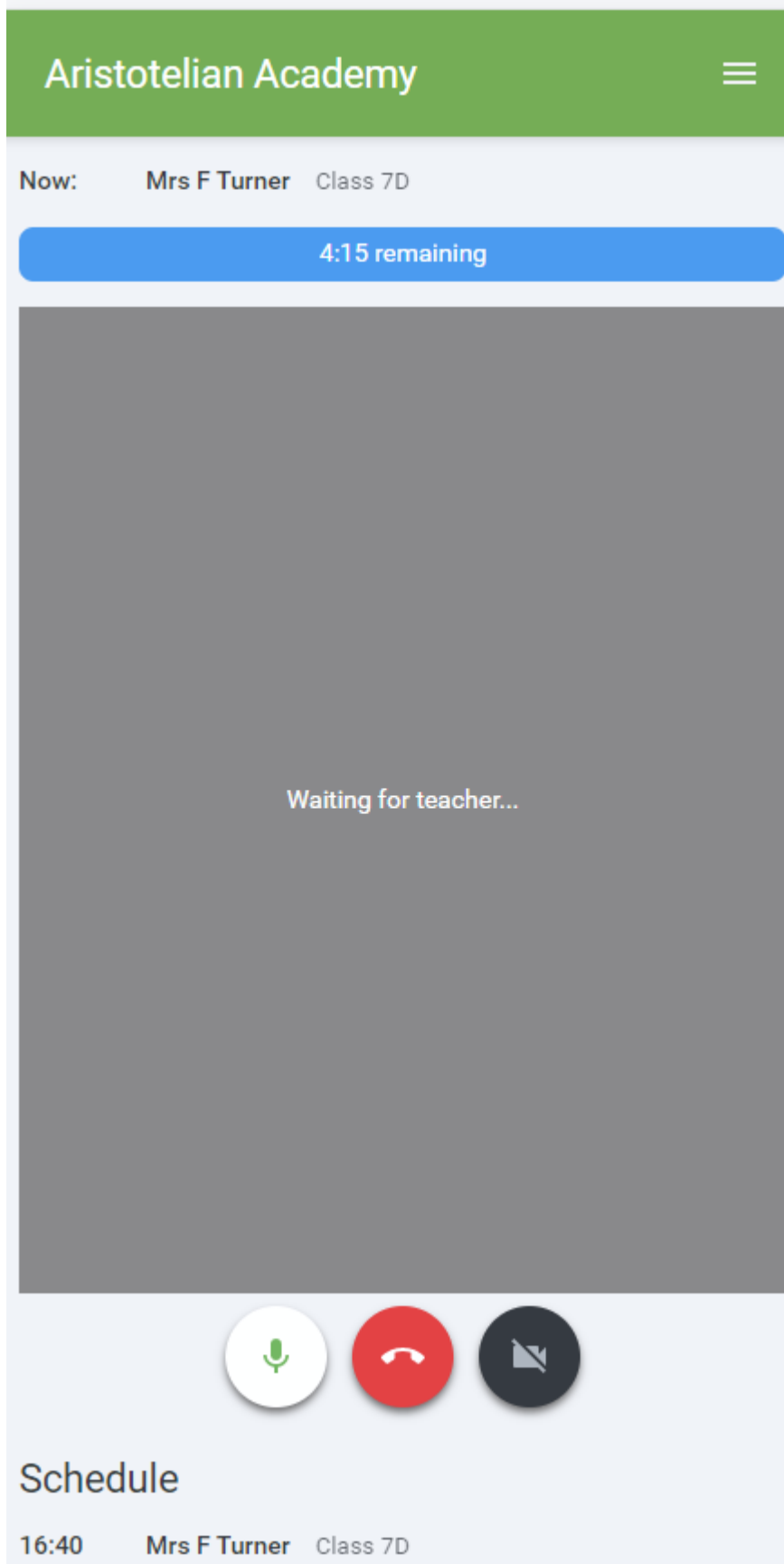


- In the middle, when your appointment is due to start, the *Start Appointment* button.



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 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.

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.

