



13th April 2021

Dear Parents/ Carers

Year 7 Virtual Parents' Evening – Thursday 29th April 2021 (4.15pm to 7.30pm)

In order to keep your family and our community safe we are replacing our normal in school parents' evening with online video call appointments. These will take place on Thursday 29th April 2021 and will be available from 4.15pm to 7.30pm.

Appointments will be booked in the normal manner via our intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The added advantage of the virtual parents' evening is that you will be using the same website you use to book the appointments to have your video appointments with the teachers at the pre-booked times.

Appointments can be made **from 7pm on Thursday 15th April 2021** and the booking system will close on **Thursday 29th April 2021 at 10am**. If you have any queries regarding the online booking system, please contact parentsevening@thehazeleyacademy.com who will be happy to help.

Please visit <https://hazeley.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is attached as a reminder with this letter. Please be aware that where there are two teachers delivering a subject you will only be able to book an appointment with one of them and that teaching staff will therefore have liaised before the evening to ensure that you are fully informed.

In summary, you will be required to login with the following information:

Parental Details, i.e. **Mr/Mrs, Forename, Surname**

Student's **Preferred First Name**

Student's **Preferred Surname**

Student's **Date of Birth**

To access your appointments on Thursday 15th April login to the booking system (<https://hazeley.schoolcloud.co.uk>) or click the login link from the bottom of the email confirmation you will have received when you booked your appointments.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event.

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 pickup and hang up button).
- In the middle, when your appointment is due to start, the **Start Appointment** button.
- When a teacher joins a video appointment, you will see them in the main part of the screen 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 connection 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 and time remains, this will let you continue with the appointment (this is the same for the teacher if they lose their connection).
- When the countdown in the blue bar stops the appointment is over and the call will automatically end.
- 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.

From our testing of the system, we would recommend using Wi-Fi if possible and that if your connection is poor, that you switch off the video to preserve the audio.

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

For further details and screen shot images to help familiarise you with how the screen will look, please click here - <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please do not hesitate to contact parentsevening@thehazeleyacademy.com if you have any further queries.

We look forward to “seeing” you at this important evening.

Kind regards,

Mr M Monte-Colombo
Year 7 Progress Leader