



Dronfield Henry Fanshawe School

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Success with Care

Headteacher: Mr M. J. Cooper

14th February 2024

Dear Parent/Carer

Year 12 Parents and Carers' Consultation Evening – Wednesday 6th March 2024 4pm – 6.30pm

Following parent, carer, student and staff feedback, our year 12 Parents and Carers Consultation Evening will be held virtually using the Online Booking System SchoolCloud. From **7am Wednesday 28th February 2024** you will be able to book parent/carers' evening appointments by logging on at <https://dronfieldhenryfanshawe.schoolcloud.co.uk> and following the instructions. We use this online system in response to DHFS parents, carers and teachers who all want to be able to book appointments with each other without relying solely on the child to do this.

Due to logistical restrictions, appointments are arranged on a first come, first-served basis. Regretfully, like most secondary schools, capacity does not allow for each teacher to see every student and their parent or carer that they teach. In addition, please allow our teachers to be succinct as the software will automatically end each appointment **after ten minutes** this will allow every booking to be completed as per schedule. Guidance on how to book the appointments can be found below. Should you have any issues logging into our booking service, please contact Mrs M. Hayes on mhayes@dhfs.uk. Please also find a help-guide on page 3 of this letter.

If you receive an appointment from one of your child's teachers or the House Progress Leader, it means that your child has been prioritised because of concerns that your child is at risk of underachievement. Please ensure attendance at this meeting with this teacher. To prepare for the evening, we would ask parents and carers to engage in a reflection activity with their child. This will allow you to actively encourage participation in the teacher discussion, as we ask each student to be able to assess their own learning strengths and challenges. This may include work scrutiny where class and homework tasks are viewed and assessed for progress and effort.

We are keen that Parent and Carer Consultation evenings work well for everyone. Where families have specific individual needs, please contact Mr Pickles to discuss how we can help you. We will do everything possible and practicable to help parents and carers engage in the consultation evenings.

Please also see our support booklets, which are available online via our website.

We now have the facility to join two parents/carers into our parent/carer evening video appointment software. This may be particularly useful where one parent/carer is working away, for example, as it allows them to access the meeting over the internet. A help guide on how to use this facility is attached.

We are also offering a Cyber-Café for parents/carers who may have Wi-Fi issues at home. Within the Café, we can support you with COVID-19 secure Wi-Fi access, in order to allow the evening to be completed in school. This facility must be booked in advance via Mr Pickles on kpickles@dhfs.uk.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Pickles', with a long horizontal flourish extending to the right.

Mr K. Pickles
Assistant Headteacher

Parents' Guide for Booking Appointments

Your Details

| | | |
|-------------------|-------------------|---------|
| Title | First Name | Surname |
| Mrs | Rachael | Abbot |
| Email | Confirm Email | |
| rabbot4@gmail.com | rabbot4@gmail.com | |

Student's Details

| | | |
|------------|---------|---------------|
| First Name | Surname | Date Of Birth |
| Ben | Abbot | 20 July 2000 |

[Log In](#)

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.

Please use legal names not preferred, as this will cause problems logging on.

Parents' Evening

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.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

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 Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R McNamara | 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) | Miss B Patel Class 10E (H3) | Mrs A Wheeler Class 11A (L1) |
| | Ben | Andrew | Ben |
| 16:30 | | ✓ | |
| 16:40 | | | |
| 16:50 | + | | + |
| 17:00 | | | + |

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.

My Bookings

View 11 Subject Evening
Thursday, 10th April

The parents' evening is upon us! It's time to book your child's teacher appointments. Please use the legal names and dates listed below. You can also print your appointments by clicking on the [Print](#) button at the bottom of the page.

| Time | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 16:30 | Mr J Brown | Ben | English | E6 |
| 16:40 | Mrs D Mumford | Ben | Mathematics | M2 |
| 16:50 | Mr J Brown | Ben | English | E6 |
| 16:50 | Mr J Brown | Ben | English | E6 |
| 17:00 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:10 | Mr J Brown | Ben | English | E6 |

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*.

FAQ's and Support:

Device requirements:

To make video calls on the booking software, you need to have the following device access 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)
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox

The software company also recommends:

- 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.

Note:

- 1.Ensure that you have clicked on the button to accept video
- 2.That if you or the teacher are late, or leave and re-join the call, it does not reset the timer.
- 3.The appointment will always end at the scheduled time.
- 4.Follow on calls:
 - i. 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.

Video Appointments: Parents - how to invite another parent/guardian to join your appointments

Inviting another parent/carer to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will now as *Manage Invites* instead.

| | Teacher | Student | Subject |
|---------------|-------------------|--------------|---------|
| 16:00 | Mrs Anita Abell | Sophie Aaron | Science |
| 16:05 | Mr Geraint Davies | Liz Aaron | Music |
| 10 minute gap | | | |
| 16:20 | Mr John Atkinson | Chris Aaron | English |

2. You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

Invite Parent/Guardian [X]

You may invite an additional parent/guardian to also attend the video call.

Name *

Jane Aaron

Email *

jaaron@test.com

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron

Liz Aaron

Chris Aaron

Send Invite [Close]

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Here is an example of what the invite email looks like:

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and also allows you to *Resend* invites or *Remove* them.

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

[Join Video Call](#)

Or paste this link into your browser:
<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

| Date | Time | Student | Teacher | Department |
|-----------------------|-------|--------------|---------------|------------|
| Monday, 21st December | 16:10 | Ben Abbot | Mr J Sinclair | English |
| Monday, 21st December | 16:20 | Andrew Abbot | Mr J Sinclair | English |