

A guide to

Virtual POC

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Virtual Parents Carers Consultation Evenings

For Academic Year 2023 - 2024



DRONFIELD HENRY FANSHAWE SCHOOL

Established 1579

Dear Parent/Carer

Parents and Carers' Consultation Evenings Academic Year 2023 2024

Following consultation with Parents and Carers, our Parents and Carers Consultation Evenings will be held Virtually in 2023-2024, using the Online Booking System that we have used in school for the past three years.

Just before the event for your child, you will be able to book Parents' Evening appointments by logging on at

www.dronfieldhenryfanshawe.parentseveningsystem.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. Please remember that for Year 7 to 11, the appointment will last for five minutes, and Sixth Form appointments for ten minutes. This will allow every booking to be completed as per schedule, and to maximise the number of appointments for each student.

Guidance on how to book the appointments can be found via the software provider support website at <https://support.parentseveningsystem.co.uk/category/458-parents-evenings>

Should you have any issues logging into our booking service, please contact Mrs M. Hayes on mhayes@dhfs.uk



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.

This booklet is designed to support you in preparing for the virtual appointments. If you are a new family joining our school this year, please prepare by reading the guide and setting up your access in advance of the evening.

Please do not hesitate to contact either myself, or your child's House Progress leader, if you have any issues or queries.

Yours sincerely,

Mr K. Pickles
Assistant Headteacher

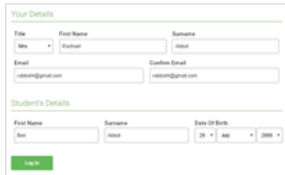
Dates for Parents Carers Consultation Evenings 2023 2024

Year 7 – 25th April 2024
Year 8 – 20th March 2024
Year 9 – 5th December 2023
Year 10 – 9th November 2023
Year 11 – 17th January 2024
Year 12 – 6th March 2024
Year 13 – 8th February 2024



Browse to

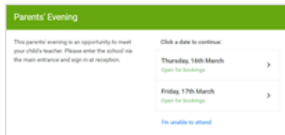
<https://dronfieldhenryfanshawe.schoolcloud.co.uk/>



Step 1: Login

Fill out the details on the page then click the *Log In* button.

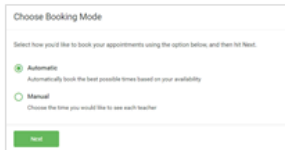
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

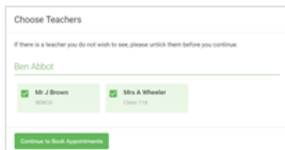
Unable to make all of the dates listed? Click *I'm unable to attend*.



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.



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	
17:18	Mr J Brindley	Ben	English	Et
17:20	Miss S Moorhead	Ben	Mathematics	MO
17:45	Dr R Macdonald	Andrew	French	LA

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 SENCR (A2) Ben	Miss S Patel Class 10E (M5) Andrew	Miss A Shwartzler Class 13A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

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*.

Video Tutorials can also be found at:

<https://support.parentseveningsystem.co.uk/category/823-video-parents-evenings>

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



Minimum ICT Device Specification:

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

- a device with a microphone and speaker
- a compatible web browser: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge

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.

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.



Our Appointment Times:

To access your appointment times, or to make bookings, Log in at:

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

and follow the instructions in this guide

Dronfield Henry Fanshawe School

Parents' Evening System

Welcome to the Dronfield Henry Fanshawe School parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Email	Confirm Email	
<input type="text" value=""/>	<input type="text" value=""/>	

Student's Details

First Name	Surname	Date of Birth		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/>	<input type="text" value="January"/>	<input type="text" value="2010"/>



a guide to

Virtual PCCF



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HENRY FANSHAW
SCHOOL**

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@DHFSupdate