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Headteacher: Mr J Parr BA Hons

21st May 2021

Dear Parent/Carer,

Year 10 Progress Evening Thursday 10th June 15:30 – 18:45

We would like to invite you to 'attend' our Year 10 Progress Evening. Given the Covid restrictions it is not possible to hold this event in school, but we do have an online video call system that we will use to allow you to meet the teachers and discuss your child's progress.

The online booking system gives you the opportunity to choose your own appointment times with teachers and you will receive an email confirming these with a link to access the video appointments. This of course raises questions about how the system works and what device you need to access the appointments. There is a short video showing you how this process works and what device you need [here](#). There is also a written guide to making appointments at the end of this letter.

We hope you feel able to attend this event and meet teaching staff to discuss your son/daughter's progress and target areas for improvement. Appointments are 5 minutes long and end automatically after this time, so please do not be offended if your meeting ends abruptly. It is possible to use the appointment message section to ask teachers questions in advance to focus each meeting and ensure the meeting is as productive as possible. It would also be beneficial if your son/daughter attended alongside you, so they are involved in the discussions.

Appointments can be made from Friday 21st May at 15:30 and will close on Wednesday 9th June at 15:00.

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

Login with the following information:

Student's Preferred Name
Student's Surname
Date of Birth

The video call system is still relatively new to us, we have used it with Parents/Carers of the other Year groups, and it worked well for most Parents/Carers during these evenings, but as is ever the case with new technology it sometimes did not function as we had hoped. We have investigated the issue of meetings starting with a blank screen and failing to connect Teachers and Parents, which was brought to our attention in the Parental feedback. School Cloud have advised us that if a meeting starts with a blank screen that both parties should refresh the web page, as this often allows the video meeting to start. Should your appointment 'fail' we will endeavour to arrange for the teacher to contact you separately. Please contact the school at the email address shown above if this affects you.

Yours sincerely,

Mr D Bird
Assistant Headteacher

Parents' Guide for Booking Appointments

Browse to <https://churchstretton.schoolcloud.co.uk/>



The 'Your Details' form contains two sections. The first section, 'Your Details', has fields for 'Title' (a dropdown menu with 'Mrs' selected), 'First Name' (text input with 'Eleanor'), 'Surname' (text input with 'Jones'), 'Email' (text input with 'eleanor@parent.com'), and 'Teacher Email' (text input with 'eleanor@parent.com'). The second section, 'Student's Details', has fields for 'First Name' (text input with 'Ava'), 'Surname' (text input with 'Jones'), and 'Date Of Birth' (a date picker showing '25 / Apr / 2008'). A green 'Login' button is at the bottom.

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.



The 'Parents' Evening' form has a green header. It contains a paragraph: 'The parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, it says 'Click a date to continue'. There are two date options: 'Thursday 16th March' with a green arrow and 'Friday 17th March' with a green arrow. Below these is a link 'I am unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all the dates listed? Click *I am unable to attend*.



The 'Choose Booking Mode' form has a green header. It contains a paragraph: 'Select how you'd like to book your appointments using the options below and then click Next.' There are two options: 'Automatic' (selected with a green radio button) and 'Manual' (unselected with a grey radio button). Below 'Automatic' is a subtext: 'Automatically book the best possible times based on your availability.' Below 'Manual' is a subtext: 'Choose the time you would like to see each teacher.' A green 'Next' button is at the bottom.

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 'Choose Teachers' form has a green header. It contains a paragraph: 'If there is a teacher you do not wish to see, please untick their name before you continue.' Below this is a section 'Select All/Unselect All'. There are two teacher cards: 'Mr J Brown' (Class 10A) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark in a box. A green 'Continue to Book Appointments' button is at the bottom.

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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.



The 'Confirm Appointment Times' form has a green header. It contains a paragraph: 'The following appointments have been reserved for the next minutes. If you're happy with them, please click the Accept button at the bottom.' Below this is a table with columns: 'Teacher', 'Student', 'Subject', and 'Room'. The table has three rows: 1) 16:30, Mr J Brown, Mrs A Wheeler, English, 10A; 2) 17:00, Mrs A Wheeler, Mrs J Brown, Mathematics, 11A; 3) 17:40, Dr M Thompson, Mrs A Wheeler, French, 11A. At the bottom are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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).



The 'Step 5b (Manual)' booking grid shows three teachers: 'Mr J Brown' (Class 10A), 'Mrs A Wheeler' (Class 11A), and 'Mrs J Brown' (Class 10B). The grid has time slots: 16:30, 16:40, 16:50, and 17:00. The cells are colored: green for available, blue for booked, and grey for unavailable. In the 16:30 slot, Mr J Brown is booked (blue cell with a checkmark). In the 16:50 slot, Mrs A Wheeler is booked (blue cell with a checkmark). In the 17:00 slot, Mrs J Brown is booked (blue cell with a checkmark). There are green plus signs in the 16:40, 16:50, and 17:00 slots for Mr J Brown, Mrs A Wheeler, and Mrs J Brown respectively.

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 click *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.

Once you are 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*.

[Watch the video here about video calls](#)

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 **Note: there is a known issue joining video calls using iOS 14.2.**

Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.

Android: Chrome or Firefox

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.

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