

The Topsham School

A love of learning and commitment to the success of every child at the heart of all we do



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Dear Parents/Carers

Please read the following information to relation to parent consultation evenings.

When will they take place?

Big Acorns, Year 1, Year 3, Year 5 and Year 6 Tuesday 29th and Thursday 31st March from 3.45pm

Year 2 Wednesday 30th and Thursday 31st March from 3.45pm

Year 4 Postponed until early Summer Term

Which Year Groups will be included?

Every year group will be included apart Little Acorns.

How will they be facilitated?

Parent consultations will again be held remotely using SchoolCloud.

What is SchoolCloud?

It is an online booking system created just for the purpose of parent/teacher meetings. It can be accessed from any device, including a mobile phone.

How does it work?

Parents need to put this link into their browser

<https://topshamschool.schoolcloud.co.uk/> and this will take you straight to the appropriate page.

Follow these steps to help:

The screenshot shows a form titled "Your Details". It has two sections: "Your Details" and "School's Details". The "Your Details" section contains fields for "First Name" (with a dropdown menu), "Surname", "Email", and "School Email". The "School's Details" section contains fields for "First Name", "Surname", and "Year of Birth". A green "Log In" button is located at the bottom left of the form.

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.

You must use the email address that you have registered to use Schoolcomms. This is the address SchoolCloud will recognize.

The screenshot shows a page titled "Parents' Evening". It contains a heading "Parents' Evening" and a paragraph: "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." Below this is a "Click a date to continue:" section with two date options: "Thursday, 16th March" and "Friday, 17th March". Each date has a right-pointing arrow and a close button (X). A link "Not available to attend" is at the bottom.

Step 2: Select Parents' Evening

Click on the date you wish to book.

The screenshot shows a page titled "Choose Booking Mode". It contains a heading "Choose Booking Mode" and a paragraph: "Select how you'd like to book your appointments using the option below and then Hit Next." Below this are two radio button options: "Automatic" (selected) and "Manual". A green "Next" button is at the bottom.

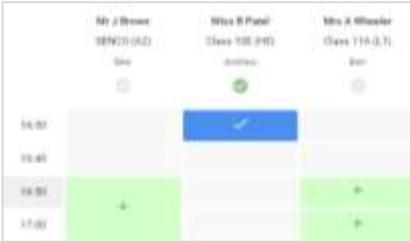
Step 3: Select Booking Mode

To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

The screenshot shows a page titled "Choose Teachers". It contains a heading "Choose Teachers" and a paragraph: "If there is a teacher you do not wish to see, please uncheck them before you continue." Below this is a list of teachers: "Mr J. Brown" and "Mrs J. Wilson". Both have a green checkmark in a box next to their name. A green "Continue with appointments" button is at the bottom.

Step 4: Choose Teachers

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 5 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. 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.

There is an option to leave a message for the teacher. Please use this to provide any specific questions you may like answered at the meeting. Teachers will read these prior to the meetings so they can provide appropriate information.



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*.

How long are appointments?

Appointments are 10 minutes. At the end of the meeting, the system will close automatically. It is therefore very important that both teachers and parents are ready for the start of the meeting. If something comes up in the meeting that requires further discussion, the teacher will note this and contact the parent to arrange a time for another conversation.

We know that for parents of children with SEND, 10 minutes may not be adequate to discuss things in the detail that is required. Please book your 10 minutes with the class teacher and if you need more time to talk about your child's specific needs, please email Mrs Hartmann directly who will contact you to book in time with her. This may not be on Tuesday 29th or Thursday 31st March. Mrs Hartmann's email address is nhartmann@topsham.devon.sch.uk

What if I am late to my meeting?

There is no facility to push meetings back, once they are booked the teachers will need to keep to time. As stated above, once the 10 minute slot is complete the system shuts this session so it ready to open the next. There is a waiting room on School Cloud and this facility can be used by parents to avoid being late.

What if I miss my appointment?

Any parent who misses their appointment will need to email the class teacher directly who will contact the parent to try and arrange another time.

What information will be shared?

Teachers will share the following information:

- The child's current attainment in Reading, Writing and Maths. This means sharing whether the child is working at age related expectations, above age related expectations or working below age related expectations. This is based on teacher assessment; no termly assessment will have been completed by this time.
- The child's next step targets and if any support/provision has been or will be in place for the child to help them make progress if anything extra is needed.
- The child's attitude to learning including who they use Learning Powers successfully in their learning.
- How parents can support their child at home.

Can my child be with me for this meeting?

We would ask that children are NOT present at these meetings. As we have not had as much face to face contact as we would like as recently due to CV restrictions, teachers will need this time to focus on their discussions with parents. Children will be informed of their targets in school and so will know what they are working on and why.

Safeguarding everyone during remote meetings:

Teachers will ensure they follow the school's set protocol for online meetings.

Please can parents ensure;

- The location of parent during the meeting will be appropriate with nothing personal behind. We recommend a blank background if at all possible.
- The child being discussed and their siblings or family members are being attended to, away from the meeting so that confidentiality is maintained.

Anything overheard or seen by the teacher that causes concern will lead to the immediate end of the session and parents will be contacted by a member of the SLT to discuss the incident.

When can I book my appointment?

The system is live and ready to go, so you can go on and **book NOW!** Please note teachers cannot swap times around so, once a time slot has been booked, it's been booked.

When is the deadline for booking an appointment?

The deadline for booking, including registering questions is **11am on Monday 28th March**. If a parent has not booked their session by this time, the class teacher will allocate them a date and time and email this information to the parent.

Thank you for your ongoing support.

Kind regards

Mrs Pipe