

Walkley Primary School
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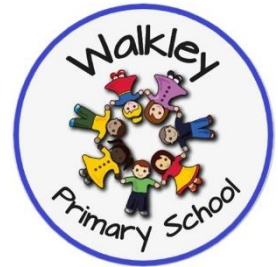
Email: enquiries@walkley.sheffield.sch.uk

Web: <http://www.walkley.sheffield.sch.uk>

Chair of Governors: Andy Wilcock

Headteacher: Val Sian

Deputy Headteacher: Chris Wallis



'Enjoyment, Achievement and Learning for life...'

11th October 2021

Parents' Consultation Evenings: Monday 18th, Wednesday 20th and Thursday 21st October Online Appointment Booking

Dear Parents and Carers,

We would like to invite you to attend our Parents' Evening on Monday 18th October, 3.30-5.20pm, Wednesday 20th October 3.30-6.30pm and Thursday 21st October 3.30-5.20pm. We have sourced a new intuitive and easy to use online appointment booking system which has received excellent feedback from users. This system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. All appointments will be with your child's class teacher via videocall. We hope this will make the evenings more efficient and less time consuming for parents plus offer a step towards normality of face to face meetings. Only one appointment can be booked per child but the parent booking the appointment slot can share the link with the other parent by clicking invite parent/guardian so you can attend from separate locations if necessary.

Each appointment will last for a maximum of 7 minutes and there will be a timer on screen showing how long is left. There will be a warning indicating 1 minute left to the end of the appointment. Appointments go live at the designated start time, they cannot be paused, so late arrival will therefore shorten the duration of the meeting.

Appointments can be made from Tuesday 12th October at 4pm and will close Friday 15th October at 4pm. Should you wish to make any changes after this time, please contact the school office.

Please visit <https://walkley.schoolcloud.co.uk> to book your appointments. You will need to input your first name and surname along with your child's date of birth, which all must match exactly to our SIMs system, to enable you to book an appointment.

A guide to attending appointments is available by following this link:

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

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
 - Android: Chrome or Firefox
 - Windows: Chrome, Firefox or Microsoft Edge
 - Mac: Safari, 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.

This is the first time we have used videocall appointments and we hope that the process is a smooth one and we would welcome any feedback.

If you have any issues please contact the school directly through enquiries@walkley.sheffield.sch.uk stating Parents' Evening Query in the subject line.

Yours sincerely

Mr Wallis

Deputy Headteacher