

Targeted Parents' Evening



GUIDANCE FOR STUDENTS & PARENTS/CARERS

How to check the PROGRESS REVIEW

The Progress Review can be found under **Tracking** on MyProgress and MyStudent. Parents/carers are asked to check the Progress Review to see if Subject Teachers have ticked the appointments box. A guide to understanding the Progress Review can be accessed via the information button shown below:

Subject	Target	Reviewer	Current1	Estimated1	Effort1	Systems1	Practice1	Attendance1	Punctuality1	Appointment1	Current2	Estimated2	Effort2	Systems2	Practice2	Attendance2	Punctuality2	Appointment2	Current3	Estimated3	Effort3	Systems3	Practice3	Attendance3	Punctuality3	Appointment3	Transfer	UCAS	Final
2nd Year Tutorial	X							100%	100%										0%	0%									
English Lang & Lit 2A	B	you	B	B	2	2	2																					B	
English Lang & Lit 2A	B	PJA	B	B	2	1	2	93%	100%																			B	
Film Studies 2A	A	you	A	A	1	1	1																					A	
Film Studies 2A	A	MAR	A	A	1	1	1	100%	100%																			A	
Psychology 2A	B	you	D	C	2	2	2																					C	
Psychology 2A	B	KTC	E	C	3	3	3	96%	100%	<input checked="" type="checkbox"/>																		C	

A tick indicates that a Parents' Evening appointment is needed in that subject. If we do not request a parents' evening appointment, there is no need to make one. The general parents' evenings in the spring term (Thursday 28th January and Tuesday 2nd February), provide an opportunity for all students and parents to make appointments, not necessarily those targeted with development actions. We have found that our early, Targeted Parents' Evening, has been very effective in helping students to make good progress, so please don't worry if we request an appointment.

How to BOOK A PARENTS EVENING APPOINTMENT

Appointments for the Targeted Parents' Evening need to be **made by the student** on MyProgress. Students should attend appointments with parents/carers. **Bookings will be open from 9th – 19th Nov.** Go to **My Progress/Times/Appointments** and select Targeted Parents Evening:

Event Date	Event Title	Start	Finish	
Thursday 12 November 2020	Progress Review November	08:40:00	16:00:00	Select
Tuesday 24 November 2020	Targeted Parents' Evening Nov	15:00:00	20:30:00	Select

If you need to book more than one appointment, **please leave a gap between appointments.**

How to join online PARENTS EVENING APPOINTMENTS

Appointments will be hosted by teaching staff via a Zoom meeting. To join the meeting you will need a computer or mobile device with a working microphone and, optionally, a camera. Please do not record meetings.

Each member of staff will have a different link for their appointments. These will appear in MyProgress and MyStudent once an appointment has been booked (you may need to refresh the screen after booking). We will also be sending a confirmation email with your appointment details on 20th November. If you need to amend an appointment after the closing date, students will need to email their teacher directly to see if a change can be accommodated.

The screenshot shows the 'Appointments' section of a web interface. At the top, there are navigation tabs: Profile, Groups, Times, Attendance, Notes, Tracking, Exams, Reviews, and Shop. Below these, there are sub-tabs for 'Timetable' and 'Appointments'. The 'Appointments' sub-tab is active, showing 'This Event' details for 'Targeted Parents' Evening Nov' on 24/11/2020. The event details table includes: Date (24/11/2020), Event starts (15:00:00), Event finishes (20:30:00), Interview in minutes (10), Bookings close (19/11/2020 00:00:00), and General Advice (Online Zoom Call). Below this, there is a note about teachers' diaries and a 'Your Appointments' table. The 'Your Appointments' table has columns for No., Time, Staff, and Staff Advice/Info. It lists three appointments: 15:17:20:00 with staff ELH (no advice), 19:18:00:00 with staff JMC (Zoom link: <https://zoom.us/j/4080013191?pwd=MTJFL1RvUklwRStIeklyenOQZy8vdz09>), and 22:18:30:00 with staff JWM (no advice). At the bottom, there is a grid of staff appointment slots with columns for staff names (ELH, JMC, JWM, KMC, ELH, LAM) and a 'Book' button for each slot. A dropdown menu for 'Other staff...' is also visible.

When you click on the meeting link you will be prompted to download and install Zoom, or you can click 'launch meeting' then 'join from your browser' to join without installing the software. If you are having difficulties with sound and video then the downloaded application version is recommended.

You can also install the Zoom app from Apple or Google stores onto a mobile phone or tablet if you prefer. Tapping the link from MyProgress or in your confirmation email will launch the app.

When you join the meeting you will be asked to choose a display name. Please use your own name with your student's name in brackets to help us know who you are.

If you have used Zoom before it will remember the last name you used, so please change it if you can. This will help us organise who is next.

When you join, you will be entered into a waiting room and the teacher will let you in when the previous appointment has finished. Teachers may use a timer alert to help them keep to the 10 minute meeting time. If the need for a longer discussion emerges, you may need to arrange a follow up call.

The screenshot shows the 'Join a Meeting' form. At the top, there are links for 'CONTACT SALES' and 'JOIN A MEETING'. The form has a title 'Join a Meeting' and a 'Your Name' field containing 'John Smith (Jane Smith)'. Below this is a reCAPTCHA 'I'm not a robot' checkbox and a 'Join' button. At the bottom, there is a small note: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.'