# **Targeted Parents' Evening (Summer)**



### **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:



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. We've found that the Targeted Parents' Evening at the end of the first year are very effective in helping students to make adjustments to the management of their studies for the second year, so please don't worry if we request an appointment – it's designed to help students maximise their potential in the year ahead.

#### How to BOOK A PARENTS EVENING APPOINTMENT

Appointments for the Targeted Parents' Evening need to be **made by the student** on MyProgress. **Students MUST attend** appointments with parents/carers. Go to **My Progress/Times/Appointments** and select Targeted Parents Evening:

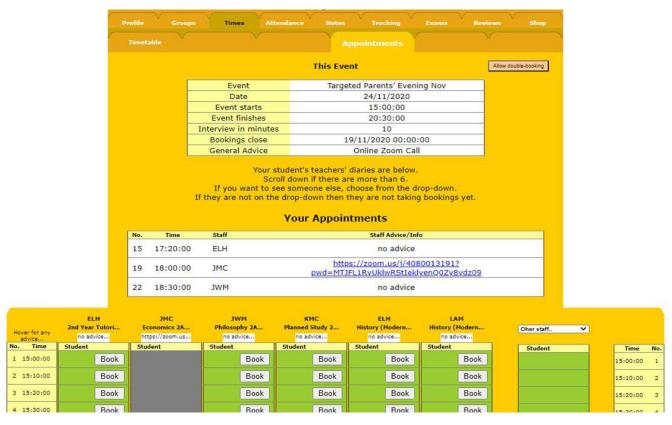


If you need to book more than one appointment, please leave a gap between appointments.

## How to join online PARENTS EVENING APPOINTMENTS

Appointments are 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. Ensure your device is resting on a stable surface and 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 the day before the Parents Evening. If you need to amend an appointment after the closing date, students should email their teacher directly to see if a change can be accommodated.



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.

