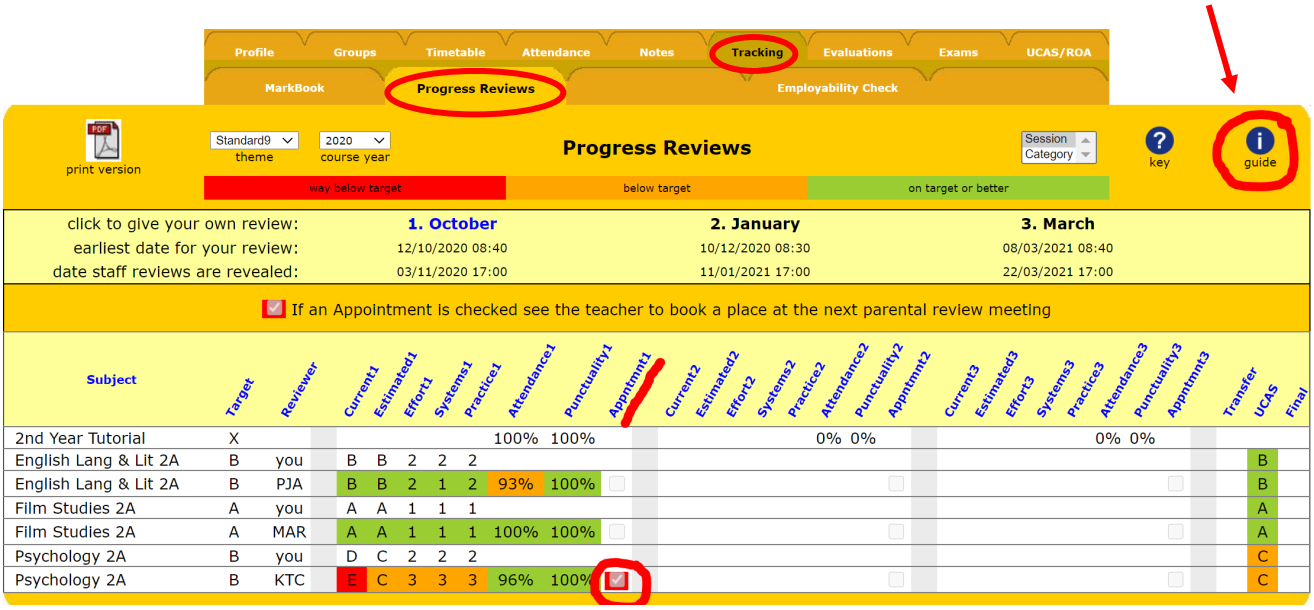
Targeted Parents' Evening (Autumn)

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:

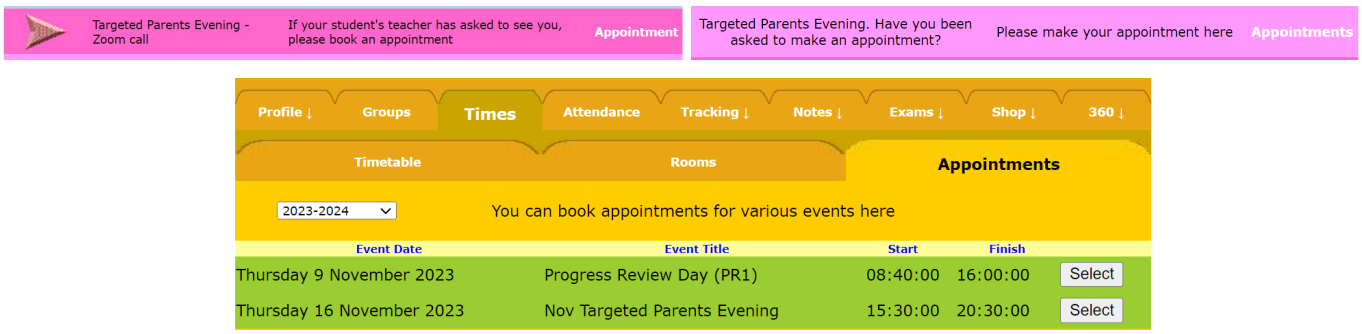


Subject	Target	Reviewer	Current1	Estimated1	Effort1	Systems1	Practice1	Attendance1	Punctuality1	Apptmnt1	Current2	Estimated2	Effort2	Systems2	Practice2	Attendance2	Punctuality2	Apptmnt2	Current3	Estimated3	Effort3	Systems3	Practice3	Attendance3	Punctuality3	Apptmnt3	Transfer	UCAS	Final
2nd Year Tutorial	X							100%	100%							0%	0%							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%																		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, provide an opportunity for all students to make appointments, not necessarily those targeted with development actions. We've found that our early, Targeted Parents' Evening, has been very effective in helping students to make progress, so please don't worry if we request an appointment. Parents Evenings are curriculum based – we cannot offer appointments with Tutors as most Tutors will be busy with subject appointments. Parents/carers may contact Tutors by email if they have particular concerns or questions.

How to BOOK A PARENTS EVENING APPOINTMENT

Appointments for the Targeted Parents' Evening can be made by the student on MyProgress **or** by parents/carers on MyStudent (please ensure only one appointment is booked with each relevant teacher). **Students MUST attend** appointments with parents/carers. Use the **link on the Alerts** page or go to the **Appointments tab under Times** 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 Microsoft TEAMS – you do not need a Microsoft account to join meetings. To join 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 send 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.

Before Your Appointment

Please make sure you have:

- A laptop, PC, tablet or smartphone – ideally positioned on a stable surface.
- A working microphone and speaker/headphones.
- A stable internet connection.
- The meeting link sent to you by Collyer's.

We recommend joining the meeting **2-3 minutes before** your appointment time.

On a Computer or Laptop

1. Click the Teams meeting link provided by Collyer's
2. A webpage will open.
3. Select **Continue in this browser**.
4. Enter your name when prompted.
5. Click **Join now**.
6. Wait for the teacher to admit you to the meeting .

You do not need to download any software to join from a computer.

On a Mobile Phone or Tablet

1. Click the Teams meeting link.
2. You may be prompted to install the **Microsoft Teams** app.
3. Once opened, enter your name if requested.
4. Tap **Join meeting**.
5. Wait for the teacher to admit you to the meeting if required.

Installing the Teams app on mobile devices usually provides the best experience.

During the Meeting

- Turn on your camera if you wish to be seen.
- Ensure your microphone is unmuted when speaking.
- Please join the meeting from a quiet and private location.
- The teacher will end the meeting at the scheduled time to allow the next appointment to begin promptly.

If You Experience Problems

I can't hear anything

- Check your device volume.
- Ensure your speakers or headphones are connected correctly.

The teacher can't hear me

- Check that Teams has permission to use your microphone.
- Make sure your microphone is not muted.

The meeting won't open

- Try opening the link in **Microsoft Edge** or **Google Chrome**.
- Alternatively, install the Microsoft Teams app and try again.

My camera isn't working

- Check that no other application is using your camera.
- Confirm that your browser or device has permission to access the camera.