

Year 11 online PCE: Thursday 21 January 2021

Dear Parents/Carers,

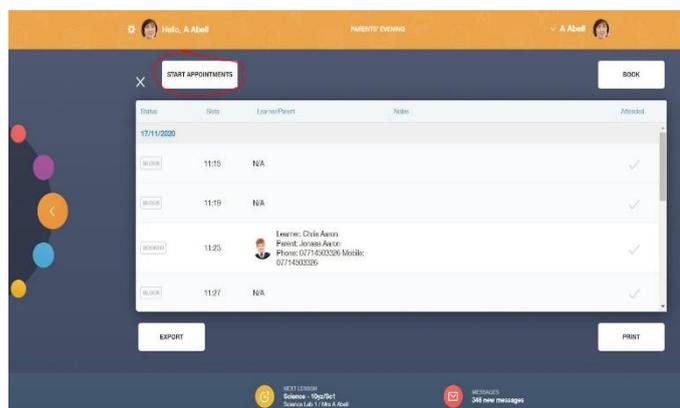
I am writing with information about how to make appointments for the forthcoming Parents and Carers Evening which will take place from 4.00pm – 6.30pm on Thursday 21 January. This will be an opportunity for you to speak to subject teachers about current and predicted grades as well as discussing how well the transition to online learning is going.



Appointments for the evening can be made through the EduLink App. **Appointments will be available to be booked from 8.00am on Monday 11 January.** If you have not yet logged on to your EduLink account <https://www.edulinkone.com/#!/login>, you will have been sent an email on Thursday 7 January to remind you how to do this. Once you are logged on to EduLink on your mobile phone or laptop/computer, you will notice the 'Parents' Evening' icon which you can click on to see which time slots are available for your child's teachers. As there are limited slots, it may be possible for you to only speak to one teacher for certain subjects where there are more than one class taking that subject.

What to do on the day

Once you have set up the event and the booking has been made, you will see a start appointments button when clicking on the event. When clicking on this button the meeting screen will appear. The remote video box will remain blank until it's time to connect, but you will be able to see your picture in the local video box. You can turn your video and sound on and off if needed with the controls.



Appointments are 4 minutes long and will start and end automatically. I understand that there is a countdown as the time slot nears the end, but please don't think that you are being 'cut off' by the teacher if the time runs out. If you don't get to the

end of your conversation, please feel free to email teachers if you have further questions. We are of course relying on effective wifi and internet connections both at school and at your end as well. So far, we've learned that it works much better if you are stationary on a laptop that is using wifi rather than moving around on a mobile using data connection.

This is a new system for us which we are all getting used to so I would appreciate any feedback after the event. If you have any problems arranging appointments, do not hesitate to contact me.

Yours sincerely

Mrs L Kaukolahti

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