



ST. BEDE'S CATHOLIC PRIMARY SCHOOL



Popley Way, Basingstoke

Hampshire, RG24 9DX

www.stbedesprimary.co.uk

Headteacher:
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'Love one another as I have loved you'

9th October 2020

Dear Parent /Carers

Parent Evenings – Week Commencing 18th October

Our first parent interviews of this academic year will be held during week commencing 18th October. We encourage all parents to attend these meetings as this is an opportunity for you to discuss with your child's teacher how your child has settled into class, their learning targets for this term and their progress so far.

Due to COVID, this year we are introducing Parent Interviews over video call which can be booked online. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment.

Please note that individual meetings are strictly 10 minutes long. There is one 10 minute appointment slot available per child.

Appointments can be made from 10am on Sunday 11th October, and will close on Friday 16th October at 12pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://sbcps.schoolcloud.co.uk/> to book your appointments (see next page).

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

A short guide "Video Appointments: Parents – How to attend appointments over video call" is available on the website.

Yours sincerely

J Carroll
Headteacher



Please visit <https://sbcps.schoolcloud.co.uk/> to book your appointments.

This is the login screen:

St Bede's Catholic Primary School

Parents Evening System

Welcome to the St Bede's Catholic Primary School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth

[Teacher Login](#) [Administrator Login](#)

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Your Details: this should be the parent currently listed as Priority 1 on the school records.

It is important that the matches the data held on our system.

Student Details: please take care to enter your child's name and class correctly.

Please choose one time slot per child. Booking closes on Sunday 11th October at 4 pm.

Click a date to continue

Tuesday, 13th October
Open for bookings >

Wednesday, 14th October
Open for bookings >

Thursday, 15th October
Open for bookings >

[I'm unable to attend](#)

Choose the date you require and then follow the on screen prompts to book your slot

Example above

Parents Evening will be held on Monday 19th October and Thursday 22nd October 2020

How to attend your appointments via video call

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - download here (<https://www.microsoft.com/en-us/edge>))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

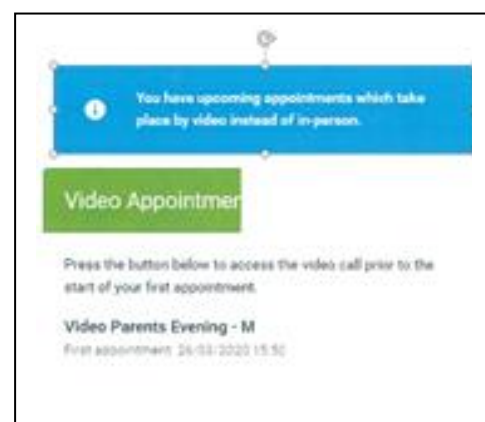
We also recommend:

- 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.
- Using a headset (or earphones with a microphone) to reduce echo.

1. Log in and go to the Evening

On the day of the video appointments, login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button. This will become available 60 minutes before your first appointment.

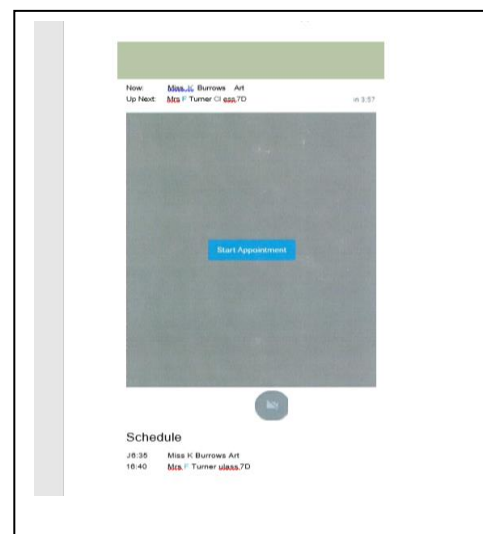


2. The Video Call screen

When you click *Join Video Appointments*, the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen, you can see the following:

- At the top left the teacher name (and subject details) for the current and next appointment.
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the *Start Appointment* button.
- ***You will need to make sure that you are logged in 5 minutes before the appointment starts.***



3. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system for some reason during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).



When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

4. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it.

Once your final appointment for the evening is complete, you will see a message advising you of this.