

24th May 2021

Year 7 Virtual Consultation evening

Dear Parents and Carers,

As we enter the final weeks of the first half term after the Easter holidays and a greater sense of normality, I write to confirm and update you on our ongoing provision for our Year 7 students. I hope this will ensure we are able to continue to work closely together and allow you to continue to encourage and guide your daughter to access the support she might need as we move further out of remote learning.

You will be receiving the next Learning Indicator information in the coming weeks which contains specific information on your daughter's effort and organisation in lessons, levels of completion of homework and their general behaviour and attitude to school.

I am very pleased to announce that these reports will be followed with an opportunity for you to talk to your daughter's teachers via a **virtual consultation evening** which is planned for **Thursday 10th June 4:30-7:30pm**. This is an opportunity to discuss your daughter's progress in each subject and how well she has settled back into school following the period of remote learning.

Appointments should be made via your accounts on **EduLink One** via the android or iOS APP or via www.edulinkone.com. For details of how to log in to this programme please see the attached parent guide. Once logged in you will be able to choose your own appointment times with subject teachers; these appointments will last for 5 minutes. Appointment slots will be open to book from **Wednesday 26th May 4pm until Monday 7th June at 1pm**.

As this is a virtual event, there will be no physical face to face appointments available, but we are able to offer socially distanced, bookable IT access in our Clare Library for any parents who do not have reliable devices or access to the internet. If you wish to use this facility, please contact admin@nsg.northants.sch.uk as soon as possible, but by the latest Monday 7th June 12pm. You will still need to be able to make the bookings via the app or website within the bookings window listed above.

If you have any specific IT related concerns, such as how to set up your account or log in to your EduLink One account, please feel free to contact the IT team as the bookings open at web@nsg.northants.sch.uk. If you need support making the appointments online or on the app please contact Claire Armstrong carmstrong@nsg.northants.sch.uk

If you have any pastoral concerns at this time please make contact with your daughter's tutor or head of year.

Yours sincerely,

PParker

Paul Parker

Assistant Headteacher



To Make A Consultation Evening Booking

Login to EduLink One either through the website or use the EduLink One phone app.

Click on the Consultation Evening icon on the wheel



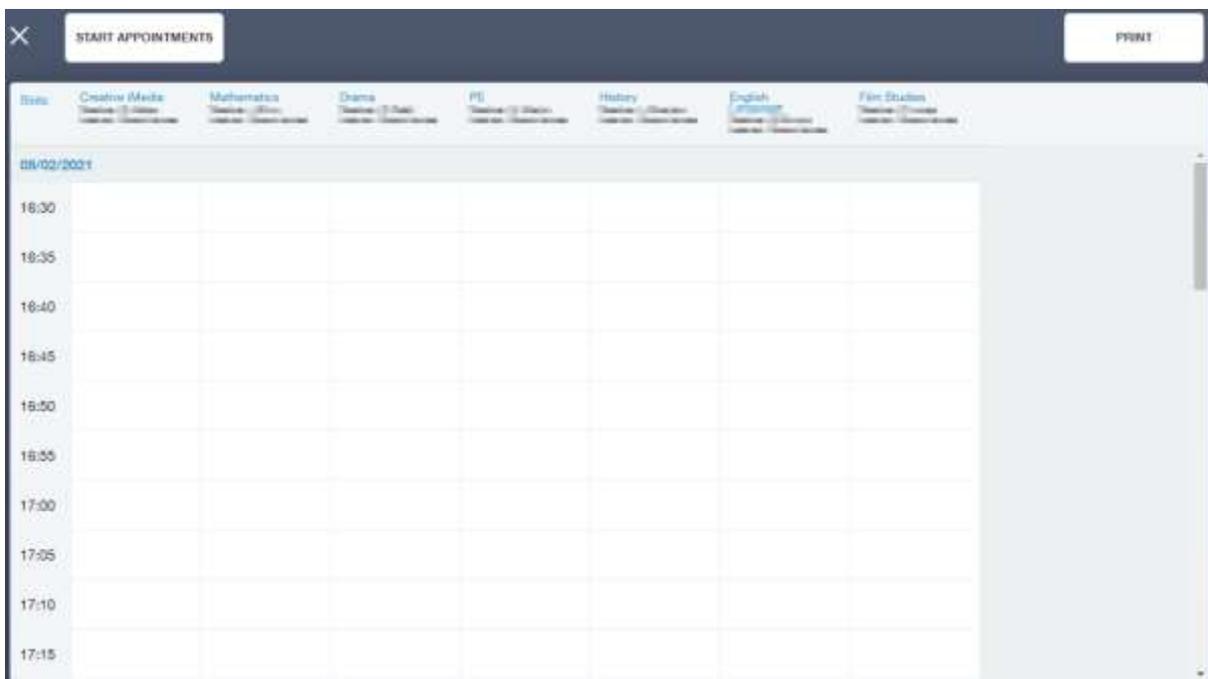
This will bring up a list of events available for your student. Select the event.



Name	Information	Date	Start time	End time
Sample Parents Evening		05/02/2021	16:30	20:00

You will be shown a table with your students Teachers and timeslots

Select the timeslot for the appointment you want



START APPOINTMENTS PRINT

Time	Creative Media Teacher: [Name] Teacher: [Name]	Mathematics Teacher: [Name] Teacher: [Name]	Drama Teacher: [Name] Teacher: [Name]	PE Teacher: [Name] Teacher: [Name]	History Teacher: [Name] Teacher: [Name]	English Teacher: [Name] Teacher: [Name]	Film Studies Teacher: [Name] Teacher: [Name]
05/02/2021							
16:30							
16:35							
16:40							
16:45							
16:50							
16:55							
17:00							
17:05							
17:10							
17:15							

You can enter a comment for the teacher (not available on Smart Phones)

BOOK SLOT

Date: 2021-02-05 16:30:00

Subjects: Creative iMedia

Learner: [Name]

Comment:

Add comment

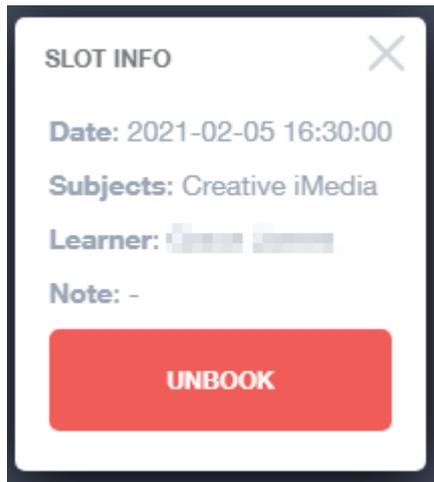
CANCEL BOOK

Click the BOOK button to confirm the appointment. Repeat this process as necessary.

Slot:	Creative iMedia ✓	Mathematics	Drama	PE	History	English	Film Studies
05/02/2021							
16:30	BOOKED	X	X	X	X	X	X
16:35		X	X	X	X	X	X
16:40							
16:45							
16:50							
16:55							
17:00							
17:05							
17:10							
17:15							

Your appointment will show as BOOKED and it will prevent you from booking another appointment in that timeslot

To cancel a booking select it from the table. The following screen will appear



Click UNBOOK to cancel your appointment. This will allow you to make a booking with another teacher for that timeslot.

How to connect on the night of the Consultation Evening

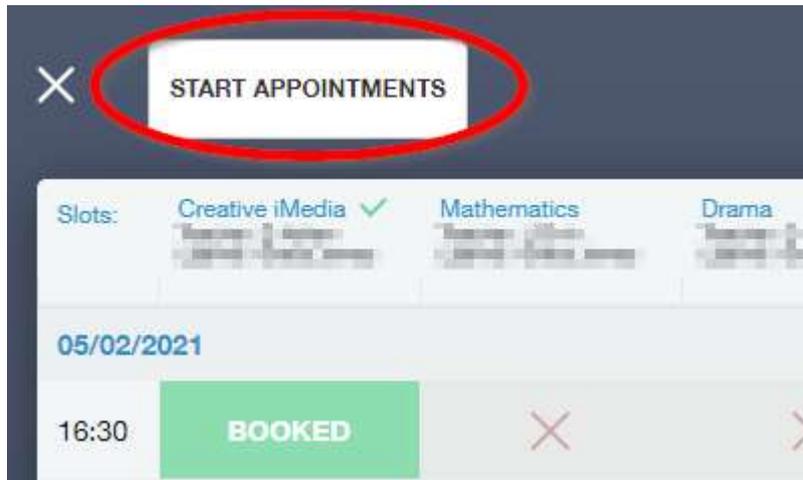
Click on the Consultation Evening icon on the wheel



This will bring up a list of events available for your student. Select the event.

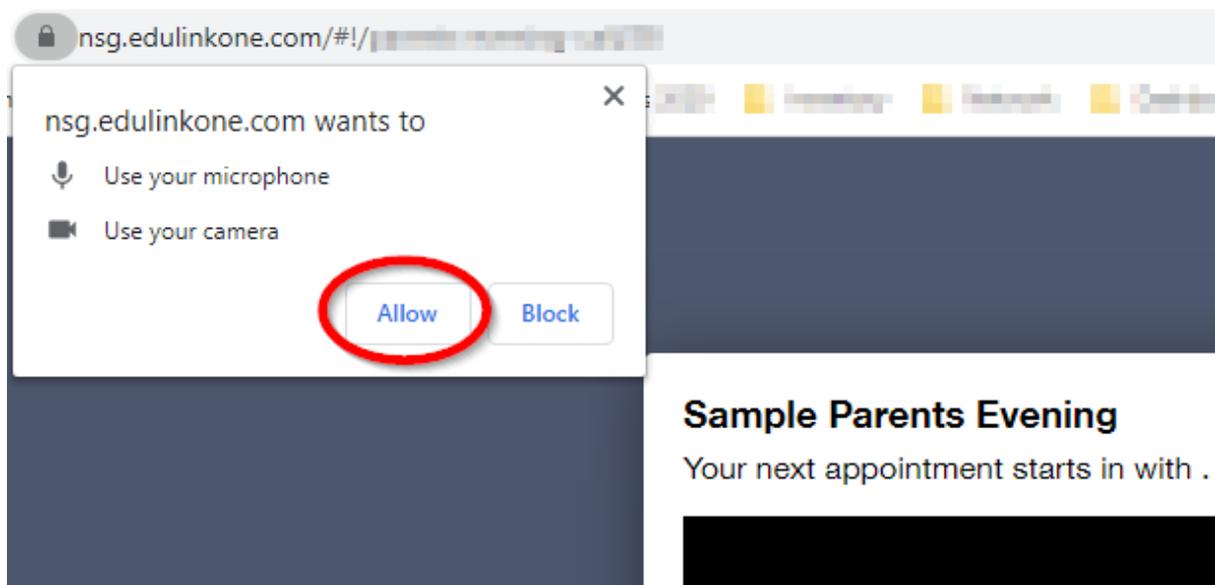
Name	Information	Date	Start time	End time
Sample Parents Evening		05/02/2021	16:30	20:00

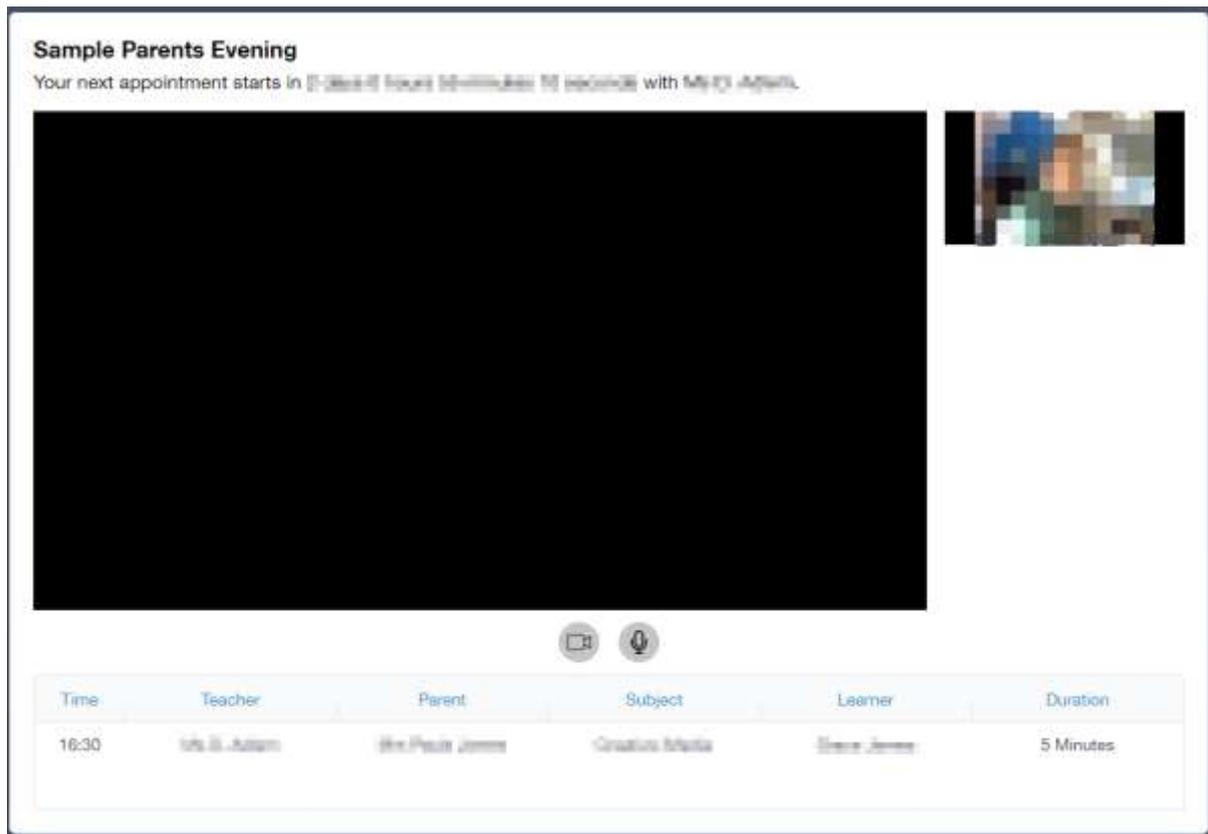
Click on Start Appointments at the top of the screen



A pop up will appear asking to have permission to the microphone and camera.

Click Allow





You will see a preview of your webcam in the top right corner.

In the middle you will see the teacher you are meeting.

At the top is a count down to when the meeting starts, and also when the meeting will end.

The screen will glow red 10 seconds before the end of the meeting to warn you to complete your meeting.

If you need to disable your microphone or camera at any time during the meeting there are camera and microphone buttons just below the main view which you press to mute.

At the bottom of the screen is a list of your upcoming appointments showing the time, teachers name and subject.

Troubleshooting webcam and microphone issues on Windows 10

If in the unfortunate situation that your webcam or microphone are not working.

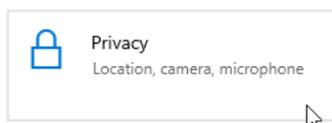
There can be many reasons why the device is not working but below are hopefully some tips to help you.

1. Check for Windows Updates before the day of the consultation evening to make sure you have the latest updates and drivers for your device.
2. Check Microphone and Webcam permissions:

Go to Settings:

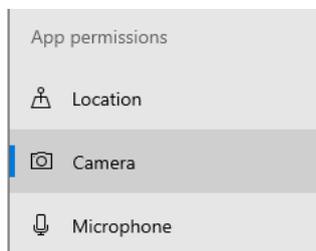


Go to Privacy



Select Camera

Make sure that Allow apps to access your camera is set to On.



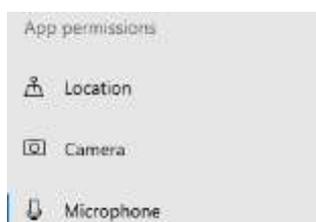
Allow apps to access your camera

If you allow access, you can choose which apps can access your camera by using the settings on this page. Denying access blocks apps from accessing your camera. It does not block Windows Hello.



Select Microphone

Make sure that Allow apps to access your Microphone is set to On.



Allow apps to access your microphone

If you allow access, you can choose which apps can access your microphone by using the settings on this page. Denying access blocks apps from accessing your microphone.

