



KINGSDALE 11-19 FOUNDATION SCHOOL

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Co-educational Academy of Advanced, Artistic and Academic Studies

Year 7 Parents' Evening Booking System Information Sheet

Please find below instructions on how to log in and make online appointments for the Year 7 Online Parents' Evening scheduled to take place on Wednesday 24th June and Wednesday 1st July 2020 via our video-conferencing facility. **Please note that the system will not be open for bookings until Thursday 18th June 2020 and a text will be sent to advise when this occurs.**

Please be advised that we strongly advise parents read the information contained in this document, as well as the useful guide on how to access your online appointments via this link <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> before continuing further.

How to make appointments using our online Parents' Evening Booking System

- Visit <https://kingsdalefoundation.schoolcloud.co.uk> which will open the Parents' Appointment Log In page as follows:
- Enter your details and your child's details as requested taking care to enter the Date of Birth in the required format, i.e. DD/MM/YYYY. If you have more than one child in the same year group, you will have the option of making additional appointments once you have made appointments for one of your children (please see below). Please be advised that in the case of appointments for two different students at the same event, parents will require two separate devices to operate the video-conferencing platform (please see below).
- If you experience technical difficulties logging into the online appointment system or once you are logged in, please email euo@kingsdale.southwark.sch.uk indicating clearly your name, your child's name and their tutor group. Please ensure that you include in your message a summary of the technical difficulty that you are experiencing.
- Once you have logged in successfully, you will see the events for which you can make appointments. Select the Parents' Evening for Year 7 Students for either Wednesday 24th June or Wednesday 1st July 2020 (you can make appointments for both separately) by clicking on the green tick on the right of the screen. This will take you to you to the teacher selection page.
- You will now see a list of teachers that are linked to your child via their timetable. They are preselected and so there is no need to manually select staff. You may make appointments for 6 of the staff listed for either of the two events which should include your child's tutor. Alternatively, select the red cross on the left of each teacher's name to remove them from the list of staff that you wish to see. Appointments will not be offered for these staff. There is no limit on the number of teachers that can be removed at this stage. Slots where teachers are not available will be indicated by the heading 'unavailable' or 'busy'. You will not be able to book an appointment with a teacher at a time where either of these two headings is showing. If a teacher is shown as either 'unavailable' or 'busy' for the whole of the Parents' Evening, they will not be available for this event.

- Please be advised that some subjects, e.g. Science or Tutor Period may have more than one teacher attached to your child. Due to the fact that this virtual event is taking place entirely online, we are requesting that parents only make appointments for one of these teachers at this time.
- You will be given the option of making online appointments with the teachers who you have selected. Click the blue 'Book' button in the column linked to each teacher to make an appointment. Please note that the system will make a 5 minute appointment with each teacher you select at the time you have chosen. It is also not currently possible to book slots longer than 5 minutes, i.e. double 10 minute slots. At the virtual evening itself, the appointments will close down automatically after 5 minutes online so please be prepared and keep a close eye on the timer which will appear on the screen!
- Please note that with each booking, you will have the opportunity to send a short pre-meeting message to the teacher. This is useful where there are certain specific aspects of your child's progress that you wish to discuss so that the teacher can make the best use of the allocated time with you. If you do not wish to send a message to the teacher, simply select the 'Confirm Booking' option when this is presented.
- Once you have made all of your appointments you will see a box at the top of the screen notifying you that your appointments have been made. You will have the option of cancelling any of the appointments you have already made by clicking on the red cross next to the appointment in the list presented. Alternatively, by clicking on the white clipboard option next to an appointment in the list, you will be able to send a teacher a message prior to the appointment. Other options can be seen as links at the bottom of the box and allow you to 'View/Print Appointments' (this will take you to the printer interface window), 'Send Feedback' (this will tell us your views about the system), 'Make Appointment for Another Child' (this will enable you to book an appointment for another of your children if applicable) or 'Logout' (this will end your session and save your appointments).
- By selecting the 'View/Print Appointments' option, you will see a list of all of your appointments for the evening with a description of the evening itself.
- At all times, you can return to the start by selecting the 'Home' tab at the top left of the screen. Your home screen will then open. Should you wish to make more appointments you can do so from here. In addition, should you already have made appointments that you wish to amend, you can do so from the home screen by selecting the 'Manage Appointments' link.
- For the evening itself, you will access your online meetings via the same platform. Please log in at least 10 minutes before the start of your first appointment to ensure the system is working. Should you experience any technical issues on the night, please contact askict@kingsdale.southwark.sch.uk as soon as possible. Please remember that appointments can only be made up until 1pm on the day of the Parents' Evening event. After that, you will need to contact Ms Otubu via eou@kingsdale.southwark.sch.uk
- Finally, we would ask parents to remember that as this is the first time we have run such an event entirely online, there are bound to be teething issues and technical problems. Please bear with us and rest assured that we will do whatever we can to rectify problems as quickly as possible. Throughout the event you can contact us on askict@kingsdale.southwark.sch.uk, eou@kingsdale.southwark.sch.uk or remotelearning@kingsdale.southwark.sch.uk All three addresses will be staffed at that time but we recommend sending any query to all three at once so that someone can respond rapidly.

We hope that you find using this system convenient and helpful. Please do take a few moments to give us your feedback on the system using the 'Send Feedback' link.