



December 2022

Dear Parent/Guardian

**YEAR 7 VIRTUAL PARENTS EVENING**  
**Tuesday 10 and Tuesday 17 January 2023, 4:00 - 7:30pm**

We would like to invite you to the above online event to discuss, with their subject teachers, your child's general progress. **It is essential for your child to attend this meeting with you.**

**Appointments should be made using our online booking system.** Please refer to the parents' guide for booking appointments (on page 2). However, all instructions and information relating to this can be found on our website at [www.westfieldacademy.co.uk](http://www.westfieldacademy.co.uk) please follow the link in the orange announcement box.

**This meeting will take place via a secure video link which can be found by logging into the parents evening system where you made your appointment.** In order to make video calls you need to have, as a minimum, a device with a microphone and speaker and a compatible web browser.

iPhone/iPad: Safari

Android: Chrome or Firefox

Mac: Safari, Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge

Linux: Chrome or Firefox

Video meetings can be accessed via a smartphone with a front-facing camera, or a laptop/computer with a webcam. Should you have a headset (or earphones with a microphone), this will help to reduce echo.

Appointment slots are available to book online from **Monday 12 December 2022.**

If you experience any difficulties accessing our online booking system, please email [office@westfieldacademy.co.uk](mailto:office@westfieldacademy.co.uk)

We look forward to seeing you on either Tuesday 10 or Tuesday 17 January 2023.

Yours faithfully

**Mr Roney**  
**Head of Year 7**

**Mrs Miller**  
**Deputy Head of Year 7**

**Mr Jowett**  
**Academic Head of Year 7**



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Website: [www.westfieldacademy.co.uk](http://www.westfieldacademy.co.uk)

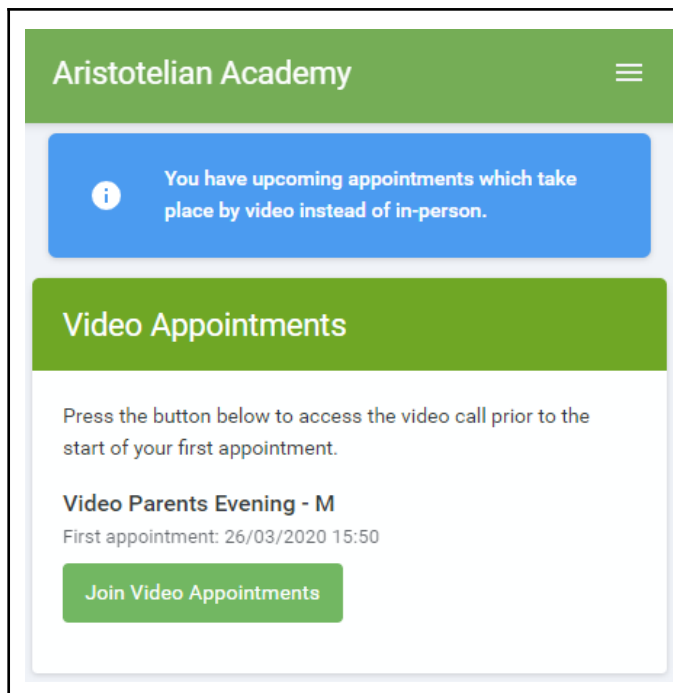
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Scholarship - Teamwork - Resilience  
Integrity - Versatility - Empathy

# Parents' Guide for Booking Appointments

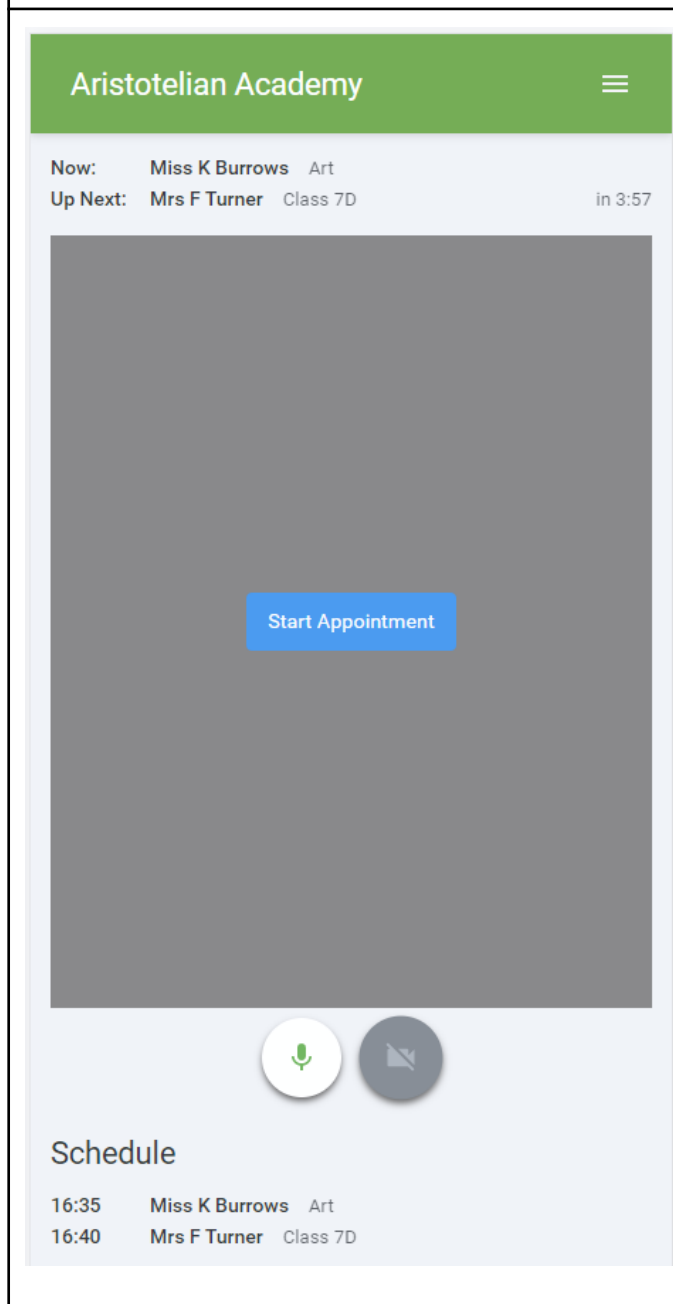
Browse to <https://.westfieldacademy.parentseveningsystem.co.uk/>



## 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.

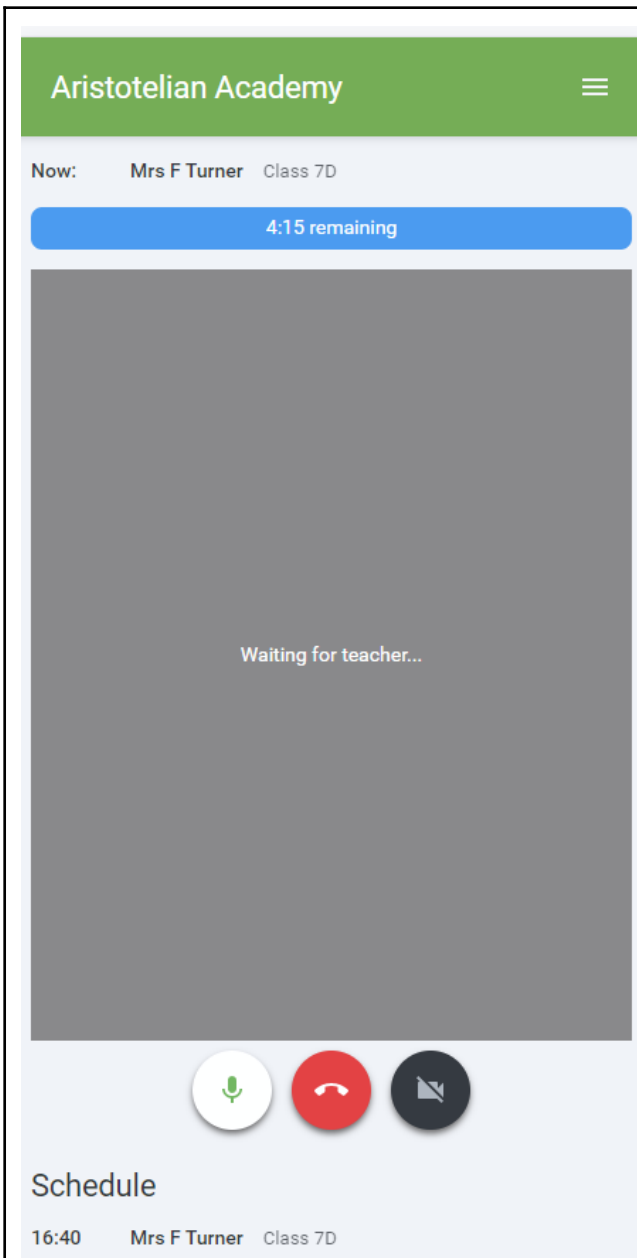
On this screen you can see the following:

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.



### 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.

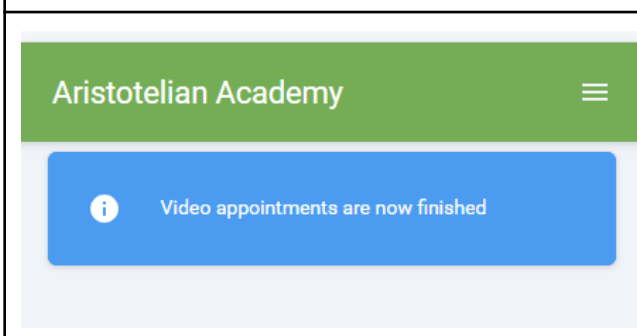
You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

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.

Note that if you or the teacher are late, or leave and rejoin the call, it does not reset the timer.

The appointment will always end at the scheduled time.



If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

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