

February 2021

Dear Parent/Guardian

**YEAR 9 VIRTUAL Key Stage 4 Options Information Evenings**  
**Monday 1 March 2021 4-7pm and Monday 15th March 2021 4-7pm**

This is a very important stage in your child's career as they select their **four subject options** for their final two years at Westfield. Teachers and tutors have been talking to the students and I know that many students are already very clear about the options they wish to make.

We would like to invite you to the above **online** events to discuss with teachers, subjects that your child may be considering studying for the next two years. Please think carefully about which subjects you would like to book as it is likely that some subjects will be over-subscribed. All appointments will be for 10 minutes.

**This meeting will take place via a secure video appointment 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

**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. Use a headset (or earphones with a microphone) to reduce echo.

**Appointments should be made using our online booking system.** Please refer to the parents' guide for booking appointments (on page 2 and 3). 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 on the home page.

**Appointment slots are available to book online from Thursday 11 February 2021.** 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 these evenings.

Yours faithfully



**Mrs Ryan**  
(Head of Year Pastoral)

**Mr Marshall**  
(Head of Year Academic)



Stiby Road, Yeovil, Somerset, BA21 3EP

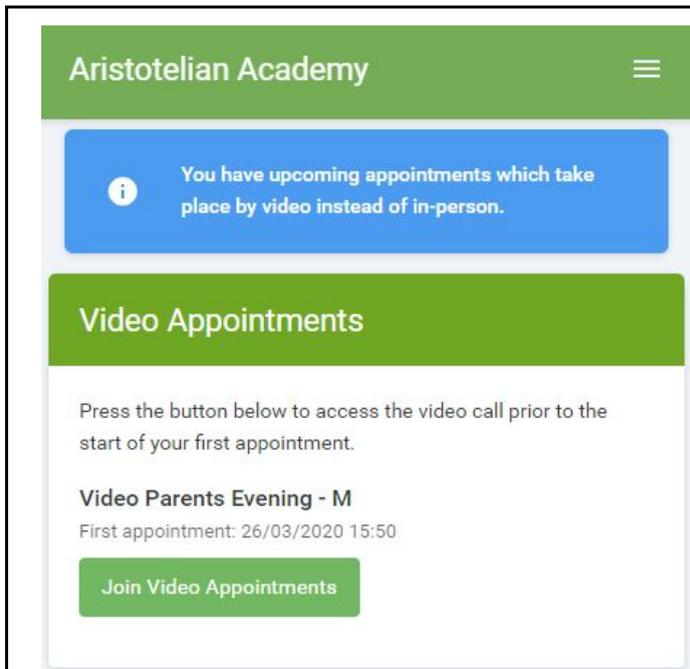
Telephone: 01935 423747

Fax: 01935 411340

Email: [office@westfieldacademy.co.uk](mailto:office@westfieldacademy.co.uk)

# Parents' Guide for Booking Appointments

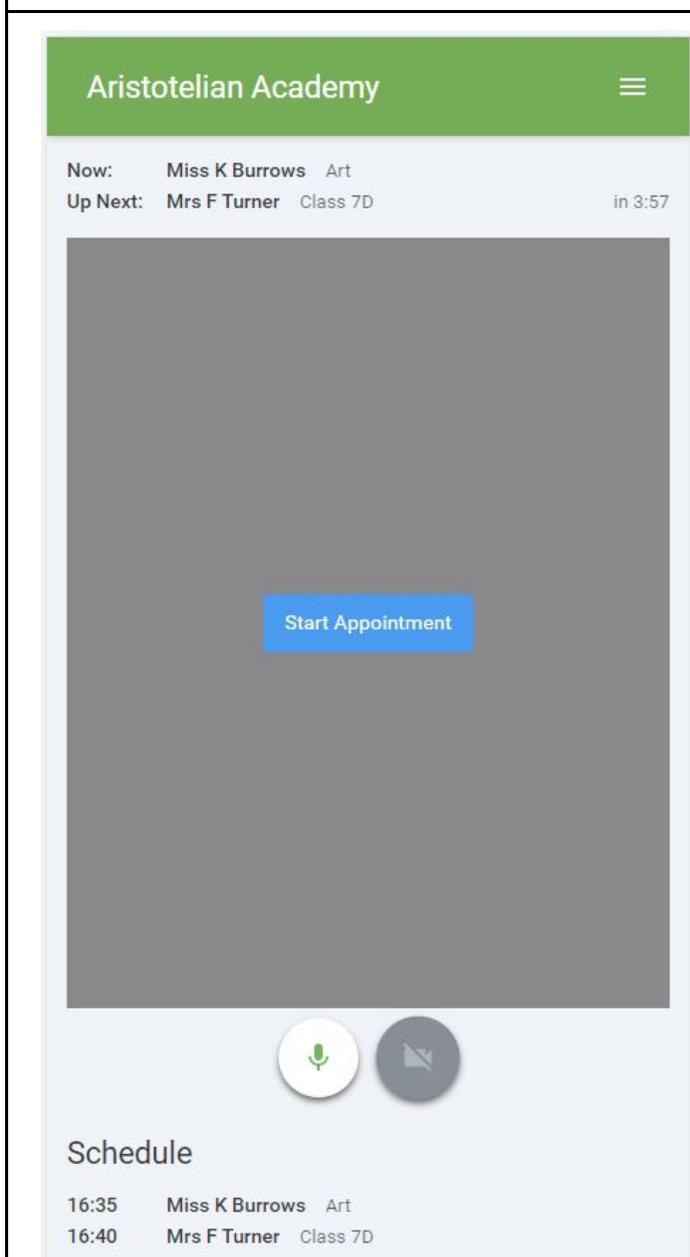
Browse to <https://.westfieldacademy.parentseveningsystem.co.uk/>



## 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.

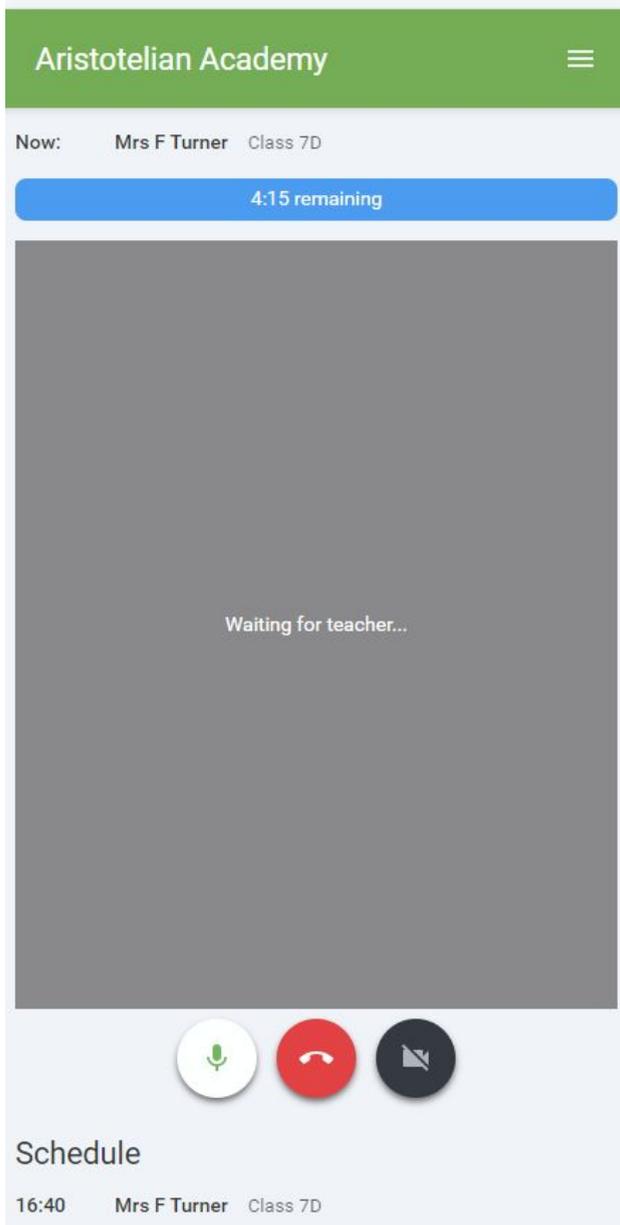
On this screen you can see the following:

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.

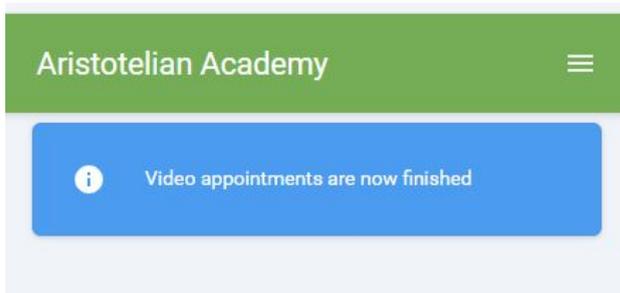
You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.

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.