



GPN/jm

13th October 2021

Dear Parent/Guardian

Year 12 Settling-in Evening: Thursday 21st October 2021

Due to the current restrictions a number of changes have had to be made this year and this includes not being able to hold face-to-face parental meetings (at present).

On **Thursday 21st October** we are holding a **Virtual Settling in Evening** for students in **Year 12**. This is an opportunity to discuss with the subject teacher any general concerns you may have as to how your child has settled onto their courses in the new academic year, or issues raised in the Settling in Report which will be available on Edulink on Friday 15th October.

In order for all parents/guardians to have the opportunity to talk to their child's teachers, if they wish to do so, each appointment is limited to a maximum time of 7 minutes; if a longer discussion is required this can be arranged for a later date. The appointments are available between 4.00pm and 7.00pm

In order to book a time slot for the event you will need to access to your parental Edulink account. You will need to click on the Parents Evening icon, click on the event to select it and select an available timeslot. In order that all parents/guardians have an opportunity to book an appointment the booking system will open at **6.00pm on Friday 15th October**. In order to be able to take part in the virtual parents' evening you will need to be able to access your parental Edulink account on the evening and have access to both a microphone and camera.

On the day of the event if you click on the Parents Evening icon and then the event, you will be able to click on Start Appointments. It is recommended that you test this in advance of your appointment; if it is all working correctly you will see yourself in the "local video" box but the "remote video" box will remain blank until your appointment starts. There is a timer that will appear that will give you a countdown to when your appointment is due to start. The appointments will start automatically and there is also a countdown within the appointment. Once the timer reaches 30 seconds remaining the timer will turn red as a warning and at 15 seconds the border of the "remote video" box will turn red. The appointment will automatically end when the timer reaches zero.

A Youtube video is available to help: <https://www.youtube.com/watch?v=gdrdGGOfcEU>

There are several pieces of advice from the software providers:

1. Reboot your PC before logging on to Edulink One
2. Make sure there are no Windows Updates downloading or waiting for installation
3. Log in and start appointments 10 minutes early, this will identify most of the issues you might get on the device you are using.
4. Where possible use the Chrome browser. We have had issues with Internet Explorer (which is no longer supported) unless you are using the mobile app.
5. If on a mobile device, if possible, do not connect to the parents' evening using a mobile data plan, try to use a wi-fi connection and make sure you have good connectivity (other users on the network are not streaming films or games).

If there are any issues with booking appointments or questions in relation to this event please contact the school using parentcontact@sandysecondaryschool.com.

Yours faithfully



Mr G Preston
Head of School

Sandy Secondary School

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