



Education, Leisure and Housing
STROMNESS ACADEMY
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Head Teacher Mrs Jane Partridge

27th January 2021

Dear Parent/Carer,

I am writing to invite you and your child to attend an online Parents' Evening for pupils in S3 on **Tuesday 9th February 2021**. Our usual online appointment booking system has added new functionality which gives you a video call with the teacher at the time you book. This will give you the opportunity to speak to your child's teachers for individual feedback on their progress this year, and to discuss the suitability of the subject as a choice for S4, whilst adhering to the Government's covid restrictions. Details of how to use the system are below.

Individual appointments with staff are available from 4.30pm – 6.30pm. In addition to subject teachers, you are also able to book to see your child's Guidance teacher, Support for Learning Teachers, the Head Teacher (Mrs Partridge) or Year Head (Ms Morrison) if you wish. Our Careers Advisor, Findlay McLeod is also available for booking for discussions around option choices.

When booking your appointments, please note each appointment is for five minutes, and as soon as your time is up, the system will end your call and you will be automatically connected to your next teacher appointment. This has the advantage of ensuring that appointments run to time for all of us, but it can feel rather abrupt. We therefore suggest that you may wish to build in some breaks in your schedule for discussion at home and/or a screen break. We also ask for your understanding if teachers are focused on getting quickly to the information they want to share with you.

As a small school we often have teachers covering multiple classes and subjects, with the inevitable effect that they teach more pupils than they are able to see in a Parents' Evening. Please do not feel you are obliged to see all of your child's current teachers if you have no questions or concerns in that subject; this will allow appointments to be available for others. If there is a subject where you are unable to get an appointment with the teacher but have queries, please contact your child's Guidance Teacher, who will be pleased to follow up on this for you.

Please also contact your child's Guidance Teacher if you are unable to attend, and there are questions/concerns you wish to raise about your child's progress, or if you have hardware or connectivity issues which prevent you from accessing the online Parents' Evening.

We hope that you will be able to take this opportunity to meet with our teachers despite not being able to come to the school building, and encourage you to let your child sit in on the conversation so that they can hear what is being said. This is our second online Parents' Evening, so it will still be a new experience for many parents and teachers at Stromness Academy. We recommend that you log in some time before your first appointment as it can take a while to complete the process. If you have difficulty accessing the system on the evening, staff will be available to help if you phone the school on 01856 850660.

Kind regards

Belinda Morrison

Belinda Morrison
Year Head

Online Parents' Evenings Instructions for Parents



Booking appointments

If you have booked appointments for Stromness Academy Parents' Evenings online before, this part of the system is unchanged. The system is live from **5pm Wednesday 27th January** and will be open to take your bookings until **Monday 8th February at 9am**.

To access the booking system, please follow this link:

<https://www.parents-booking.co.uk/stromnessacademy>

To login you will need to enter:

- Your title (Mr/Mrs/Miss) and surname
- Your child's first name, surname and date of birth

These details must match those which the school has on record.

Once you have logged in, select teacher appointments. Remember that the appointments will run exactly to time and the system will automatically end your call with one teacher and connect you directly to the next one, so you might like to put in some breaks in your schedule.

Video tutorials on using the system can be found on the Parents Booking website [here](#).

Troubleshooting Tips - please read if you are having issues with the booking system!

- To log in you need to enter the details the school has on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you try to log in, it will not be the email address that is the problem
- If you have more than one child to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parents' Booking Page to swap between your children
- If parents are separated and wish to attend the Parents' Evening separately, they should each log in individually and make their own bookings.
- Parents who wish to attend the Parents' Evening together, but from separate devices, are now able to do so using a new feature in the system ([details here](#)). For this to be possible, both parents must be on the school records.

Joining Video Calls on the evening

Please follow [this link](#) to the Parents Booking website and download the "Video Call Guide for Parents" for instructions on joining video calls.

We recommend you log in ahead of your first appointment as it can take a little while to get started, especially if it is your first time using the system. However, if you log in more than 15 minutes before your first appointment is due to start, then the "Join Video Appointments" button will not be enabled – do not be alarmed by this! It will be enabled at the appropriate time, though you may need to refresh your browser to see this.

Contacts

Guidance Teachers – if you are unable to attend, unable to get an appointment and have a query for the teacher or other queries specific to your child:

Magnus House	Mrs McGeary	clare.mcgeary@glow.orkneyschools.org.uk
Rognvald House	Mrs Johansen	melanie.johansen@glow.orkneyschools.org.uk
Thorfinn House	Miss Murray	helen.murray@glow.orkneyschools.org.uk

School Office – if you have technical issues with the system:
850660 admin.sa@glow.orkneyschools.org.uk