



Education, Leisure and Housing  
STROMNESS ACADEMY  
Stromness, Orkney KW16 3JS

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Head Teacher Mrs Jane Partridge

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24<sup>th</sup> February 2021

Dear Parent/Carer,

I am writing to invite you and your child to attend an online Parents' Evening for pupils in S1 on **Thursday 4<sup>th</sup> March 2021, from 4:40 – 7pm.**

This will of course not be a "normal" Parents' Evening, as it is held online. But it will also be different because since the last time we formally communicated with you about your child's progress, the interim report in December, the majority of S1 have been learning at home. Even those who have been attending school, while they are getting some support to focus on schoolwork, have not been having lessons as we would normally understand them.

Whilst some pupils have got on well with remote learning and are looking forward to seeing their teachers, we fully appreciate that some pupils might be anxious about the prospect of a Parents' Evening. They may have found it difficult to get motivated to engage in learning remotely, found instructions difficult to follow without teacher support or had technical difficulties which meant they did not submit work as the teacher intended.

Please rest assured that this Parents' Evening is about supporting your child to learn to the best of their ability. If your child has had issues with the work this term, we are very keen to speak with you and them about how we can overcome those issues. The covid statistics do now seem to be moving in the right direction and there is the prospect of a return to school on the horizon; if remote learning has not gone well for your child this Parents' Evening is a chance for them to re-establish a positive relationship with their teachers and their learning. If remote learning is going well for your child, their teachers are looking forward to being able to congratulate them personally on their efforts.

Please see below for information on how to book appointments. In addition to subject teachers, you are also able to book to see your child's Guidance teacher, Support for Learning Teachers or Year Head (Ms Morrison) if you wish. 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.

Kind regards

*Belinda Morrison*

Belinda Morrison  
Year Head

*Jane Partridge*

Jane Partridge  
Head Teacher

#### **Guidance Teachers**

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|----------------|--------------|--|
| Magnus House   | Mrs Nixon    | <a href="mailto:jennifer.nixon@glow.orkneyschools.org.uk">jennifer.nixon@glow.orkneyschools.org.uk</a>     |
| Rognvald House | Mrs Johansen | <a href="mailto:melanie.johansen@glow.orkneyschools.org.uk">melanie.johansen@glow.orkneyschools.org.uk</a> |
| Thorfinn House | Miss Murray  | <a href="mailto:helen.murray@glow.orkneyschools.org.uk">helen.murray@glow.orkneyschools.org.uk</a>         |

School Office for technical support with the booking system and on the night:  
850660 [admin.sa@glow.orkneyschools.org.uk](mailto:admin.sa@glow.orkneyschools.org.uk)

## Online Parents' Evenings Instructions for Parents



Parents' Evening  
Booking System

### 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 24<sup>th</sup> February** and will be open to take your bookings until **Thursday 4<sup>th</sup> March 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. **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.

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 log in 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, the email address is not 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) 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, can do so ([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 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. 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.

Troubleshooting Tips – please read if you are having technical issues on the evening:

- If you are having trouble logging in, make sure you are using the details the school has on record
- For all issues, check that your browser/operating system is on the list [here](#)
- If sound or video are poor, reduce load on your internet connection by:
  - Closing all other software on the device
  - Disconnecting other devices in the household from your internet connection
- If sound or video are not working at all:
  - Close other software on your device, especially anything which uses camera or microphone.
  - Check sound settings to ensure your device is using the correct microphone/speakers

If you have difficulty accessing the system on the evening, staff will be available to help if you phone the school on 01856 850660 or email [admin.sa@glow.orkneyschools.org.uk](mailto:admin.sa@glow.orkneyschools.org.uk)