



Education, Leisure and Housing
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Head Teacher Mrs Jane Partridge

7th January 2022

Dear Parent/Carer,

Finding out about S4-6 courses for 2022-23

As discussed at yesterday's Course Choice Presentations, I am writing to offer you and your child opportunities to find out more about the courses on offer to them for the next school year.

- 1) Firstly, there is lots of **information on the school website** in the Curriculum section about the Senior Phase curriculum structure and the courses available, as follows:
 - a. A Summary of Senior Phase curriculum giving an overview of the choices your child can make in S4-6 is available [here](#).
 - b. A recording of the Course Choice Presentation held on Thursday 6th January, which explained the overall curriculum structure for S4-6 and the process of making choices is available [here](#).
 - c. Information sheets about each course available at Stromness Academy are [here](#). Please make sure you are looking at courses listed under **Senior Phase 2022-23** – these are the courses for S4-6. The Courses listed under BGE are for S3 pupils.
 - d. A brochure of courses available at Orkney College should shortly be available [here](#).

- 2) Secondly, you have an opportunity to put any subject-specific questions you have about courses to relevant teachers at our **Course Choice Information Evening on Thursday 13th January 2022, 5-7pm**. This runs similarly to a Parents' Evening; you are able to log in and book appointments with the teachers and college lecturers representing the subjects you would like to ask about. Appointments are 5 minutes, so we recommend that you read the information sheets on the website, identify the subjects where you have questions and prepare your questions before the evening, to make the most of your time. Details of how to sign up for appointments are below. Please do not feel obliged to attend this evening if you have already gained all the information you need.

- 3) Thirdly, the **S3 Parents' Evening on Wednesday 26th January, 4:40-6:30pm** will give you an opportunity to discuss suitability of courses with their current subject teachers. A separate letter will be sent giving you information on how to book appointments for this evening.

We hope that this gives you all the information you need to make informed choices, but if questions remain please contact your child's Guidance Teacher.

Kind regards,

Jane Partridge

Jane Partridge, Head Teacher

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Course Choice Information Evening

Thursday 13th January 2022

5 – 7pm



Parents' Evening
Booking System

Instructions for Parents

If you have booked appointments for Stromness Academy Parents' Evenings online before, you will be familiar with this system. The system is open for bookings from **9am on Friday 7th January** and will be open to take your bookings until **Thursday 13th January at 9am**.

Logging in

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/Ms) and surname
- Your child's first name, surname and date of birth

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

You can also enter an email address which you want your appointment schedule to be sent to. This address does not have to match the one on the school records.

If parents are separated and wish to attend the Parents' Evening separately, they should each log in individually and make their own bookings, as long as both parents are on the school records.

Parents who wish to attend the Parents' Evening together, but from separate devices, can do so. To do this, one person should make the appointments, and tick the box to allow other parents to join their calls, or copy the link to join meetings and send it to the other person. There is information on how to do this in the video tutorial on using Parents Booking Area to make appointments [here](#).

Making appointments

Once you have logged in, you are taken to your dashboard – click on “Make/Edit My Own Bookings”. You will then see a table of subjects; click the subject you are interested in to see available appointment times, and click “Book” for the time you want.

When booking your appointments, please note appointments are for five minutes. 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 recommend that you prepare your questions for teachers in advance so that you are able to make best use of the time available.

There is a video tutorial on making appointments on the Parents Booking website [here](#).

Troubleshooting Tips - please read if you are having issues logging in or making appointments!

- 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 when logging in to the system is only used to receive a confirmation of your appointments; it's not checked against the school records. 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, you will see 2 tabs on the booking screen which you can use to swap between your children.

Joining Video Calls on the evening

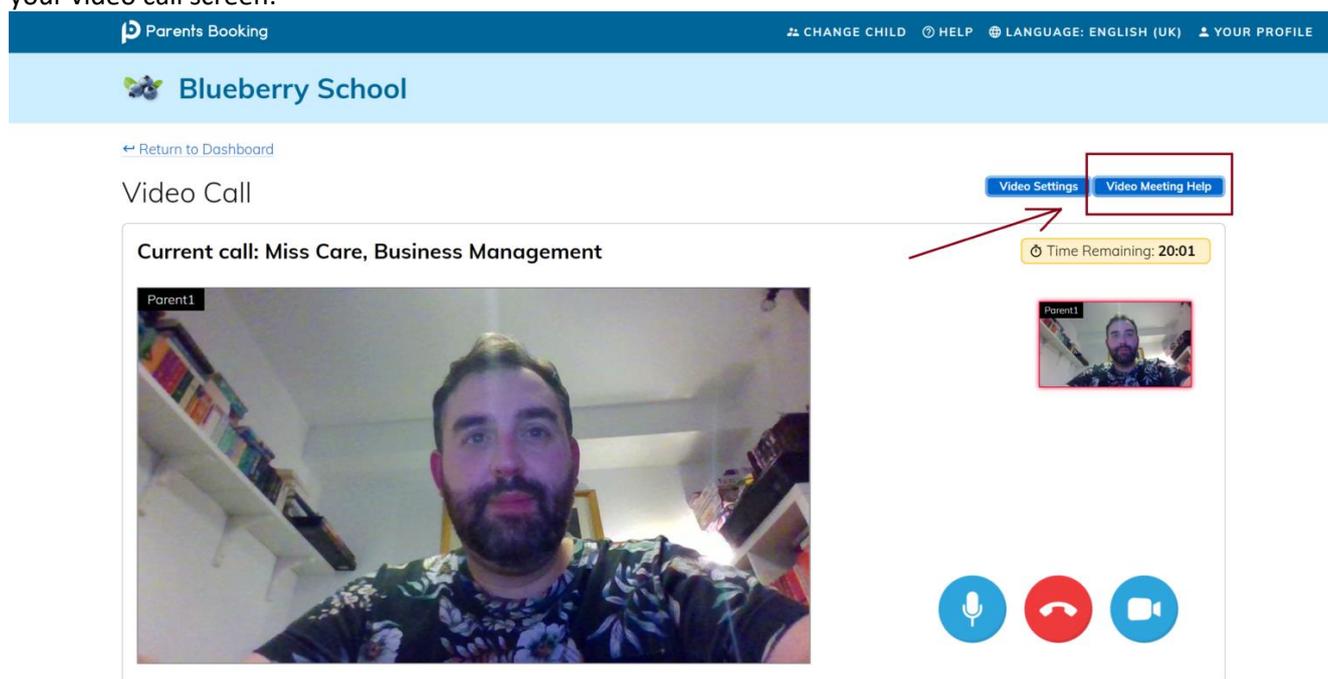
Please follow [this link](#) to the Parents Booking website for instructions on joining video calls. You can also see a video tutorial on joining calls [here](#).

We recommend you log in to the system ahead of your first appointment time to give you time to ensure your sound and video are set up. 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, as it may be taking priority for use of sound/video; you might need to come out of the parent booking system and log back in, or restart your device, for this to take effect
 - Check sound settings to ensure your device is using the correct microphone/speakers

There is a new option within the system to get technical help once you are logged in – a button will appear on your video call screen:



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