

The Warriner School

Responsible - Respectful – Ready

A member of The Warriner Multi
Academy Trust

Executive Headteacher: Dr Annabel Kay



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Dear Parent, Carer or Guardian,

12thth October 2020

Year 11 Subject Consultation Evening - Wednesday 21st October 2020

We are pleased to invite you to the Year 11 Subject Consultation Evening on Wednesday 21st October. The evening will run **remotely** from 3.30 pm until 7.30 pm. These meetings will be booked online, and then held by video meeting rather than in-person at the school. Both the booking process and the video calls will take place through our existing parents evening booking system, so you do not need to download any software. All you need is a computer or smart device and a modern internet browser.

Appointments with individual subject teachers will be 5 minutes long, with the system automatically ending the appointment and connecting you to the next after the allotted time. If an issue requires a longer conversation then a follow-up appointment can be made. Should you require feedback or a conversation with an additional teacher then please get in touch with the teacher(s) via email. Details of how to email staff can be found on the 'Contact Us' page of our website.

The previously forced five-minute movement break between appointments has been removed, therefore your time commitment to the evening will be significantly shorter than in the past. However we do advise you to include some breaks in your schedule when booking so that the experience of moving immediately from one meeting to the next is not overwhelming for you!

There are many benefits to hosting these consultations by video calls, particularly in terms of time efficiency and social distancing. As this is a first for the school we are aware that there may be a few technical glitches, and we would ask you to bear with us if this occurs. All teachers will be based in school for the evening, with our IT support team available to iron out any issues with the system.

To make your appointments please log in at: <https://parents-booking.co.uk/warriner>. **Please note you must type this address into your website's browser address bar – do not try to use a search engine to find the website as that will not work. This is a common mistake made when using phones or tablets especially. Do not try to log in until the date/time below.**

To login you will need to enter:

- Your name, as provided to the school
- Your child's legal first name and legal surname, as provided to the school
- Your child's date of birth

The login details you enter must match those we have on record for you.



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The system goes live at **6.00 pm on Wednesday 14th October** and will be open to take your bookings until **Tuesday 20th October at 1.00 pm**.

Once you have logged in, you can either make appointments manually to take into account subject locations, or use the 'Automated Booking' wizard to make your appointments. Appointments are provisional for five minutes and require confirmation. You can then print your appointment list or receive confirmation by email.

On the day of your appointments, you need to again log in at the website address above. Ten minutes before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointments.

Internet Browser Compatibility:

You must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

A further guide to video meetings, with screenshots, is enclosed for your reference. You might also like to watch a two-minute training video at <https://youtube.com/watch?v=L54s1utDNqE>.

Troubleshooting Tips - please read before booking!

- To log in you need to enter the *exact* details we have 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.
- If you have a hyphenated name and are struggling to log in please insert/remove spaces around the hyphen as names have sometimes been entered with/without spaces.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, 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 Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.*

We feel it is important that students are also part of these meetings so that they can hear what the teachers have to say, and we would positively encourage their joining you if possible. Usually at Subject Consultation Evenings we provide our data collection sheet for you to check. In its place we would ask you to let us know of any changes to the details we hold for you, through contacting the school office.

We look forward to 21st October, and will appreciate your feedback on the experience after the event.

Yours sincerely,

J Ball

Mrs J Ball
Administrator

C. Connell

Miss C Connell
Head of Year 11