



Our Ref: BB/CCO/app

March 2021

Dear Parent/Guardian

Re : Year 11 Support working towards final Teacher Assessed Grades (TAG's) and Virtual Parents Evening Appointments

As you will be aware from previous communication, next half term marks a significant period of time for your child as they work towards the end of their examined courses. Teachers will be allocating TAG's using evidence of work produced across the course alongside class based assessments which will take place up until May Half Term.

Accompanying this letter is a booklet which has been shared on Satchel One with all students which outlines what each subject will be using as evidence to inform the TAG's, alongside the key areas which will be assessed during this next period of time. Students have already been advised of this in their lessons; this booklet simply summarises what the requirements will be.

We are advising students to look through the booklet and to use some time over the Easter period to draw any key materials together and familiarise themselves with the areas of study outlined.

To provide further support, although we hope to have answered all questions before this point, we will be holding a Year 11 Virtual Parents Evening on **Thursday 22nd April** from 17:00-20:00.

This evening will provide you with an opportunity to:

- Discuss how your child has settled back into School
- What the last half term will look like for students in terms of delivery and any possible assessments.
- Raise any queries with your subject teachers with regards to any evidence that will be used in the final Teacher Assessed Grades. (outlined in the booklet)
- Discuss with subject teachers possible options for further study.

Please can I stress that this parents evening will feel different to normal. As per OFQUAL guidance **we will not be able to have any discussions regarding the specific data that may be used to inform a Teacher Assessed Grade (TAG), and under no circumstance can we share any final TAG Grades.** OFQUAL guidance states that we should not be forming any TAG's until as late in the course as possible and on a range of evidence.

Please be aware that if any parents are persistent in asking questions that staff are not allowed to discuss, as outlined above, staff have been instructed to end the meeting and refer the parent to a member of the Leadership Team for further discussion.

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T: 01746 760509
c/o: Oldbury Wells School

Headteacher: Mr Lee Tristham
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Guidance on how these grades will be awarded is given on the Ofqual site – link below.

<https://www.gov.uk/government/speeches/how-qualifications-will-be-awarded-in-2021>

These meetings will be made available to book online and will be delivered by video meeting rather than in-person at the school.

Appointments will be available to book from Wednesday 31st March - Wednesday 21st April. To make your appointments please login at: <https://parents-booking.co.uk/oldburywells>

To login you will need to enter:

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

The login details you enter must match those we have on record for you. You will need to either use the legal student names or the preferred or shortened names to log in, depending on which matches the school records. A 'How to Guide' has been attached but if you do need any further assistance please do not hesitate to contact claire.cowburn@oldburywells.com.

After you have made your appointments you can choose to print or e-mail a confirmation.

On the evening of your appointments, you need to again login to the website address above. 10 minutes before your appointments are due to begin you will need to go through video settings and then you can join the video meeting room, where you can wait for your appointment(s). All the instructions of how to book, how to check your video settings and any troubleshooting is provided with this letter.

You must use one of the below devices 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)

Troubleshooting Tips

- If you are not able to login, please contact claire.cowburn@oldburywells.com or the main school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

If you are unable to book appointments from home, please contact the school and we will try and assist where possible. If you do have any queries then please do not hesitate to contact us.

Yours faithfully



Mr B. Brown
Assistant Headteacher

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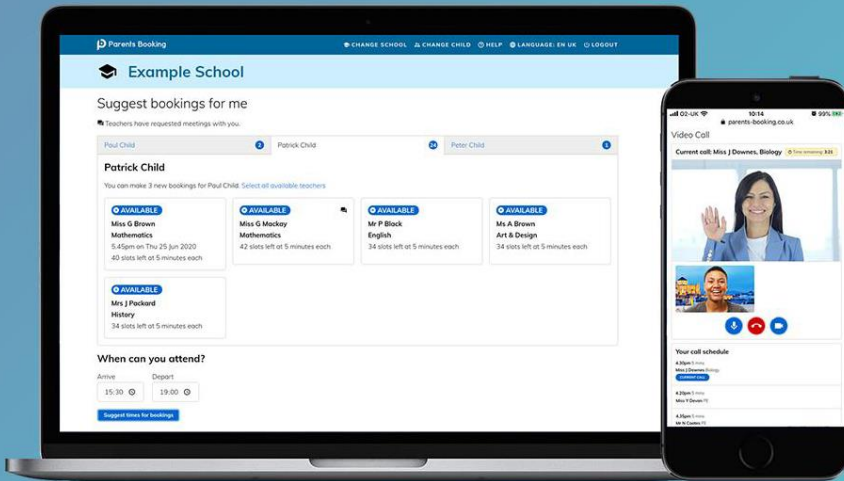
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BRIDGNORTH SIXTH FORM

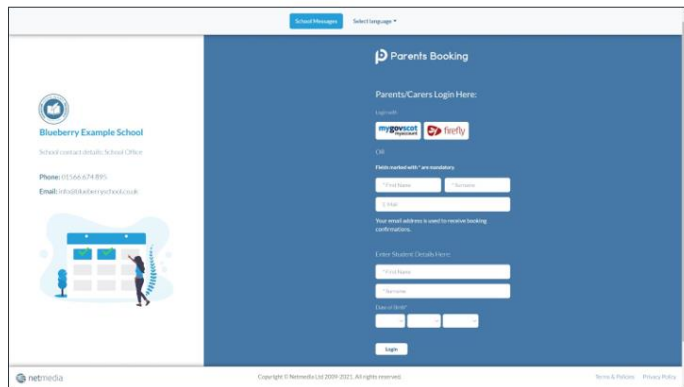


How do I login?

1. The school will have sent you a website address to login with.

www.parents-booking.co.uk/oldburywells

2. Next, login by completing the requested fields



Dashboard

After logging in you will be shown any parents' evenings, events or clubs that are bookable.

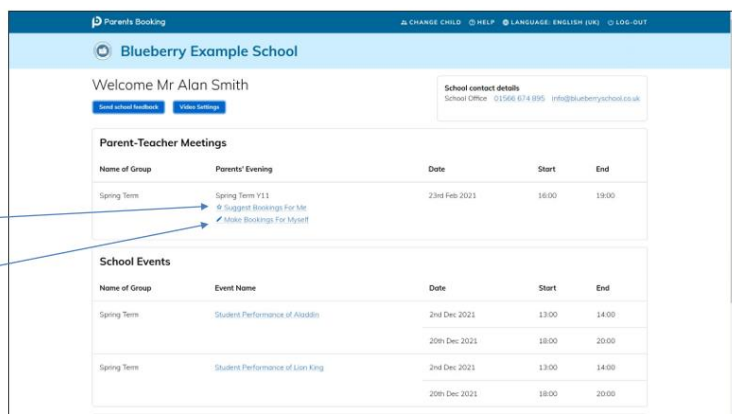
You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me

OR

Make Bookings for Myself

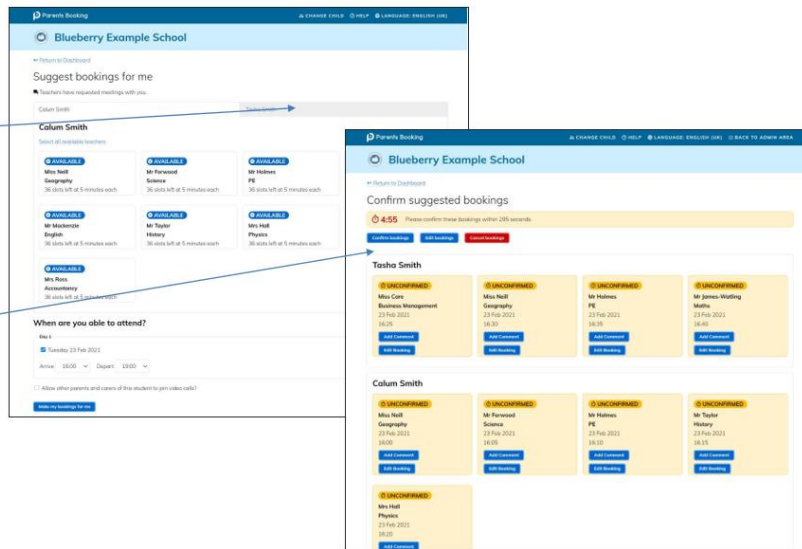
The instructions for both of these options are shown on the next few slides.



Suggest Bookings for Me

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.



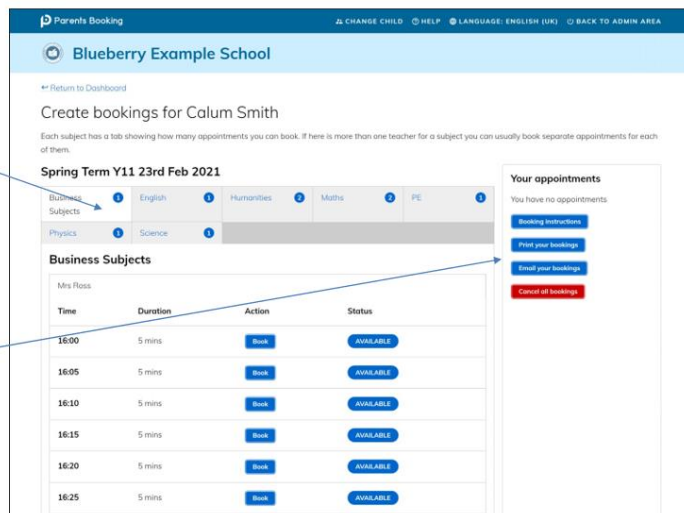
Make Bookings for Myself

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

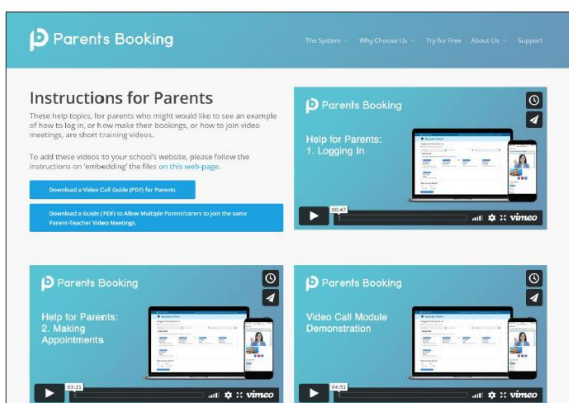
Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



Help videos

Help videos which explain how parents use the software are available on our Website, here: <https://parents-booking.com/support/instructions-for-parents/>



How to attend on the evening.

(There's also a video here: https://youtu.be/TlFC_BAF1yg)

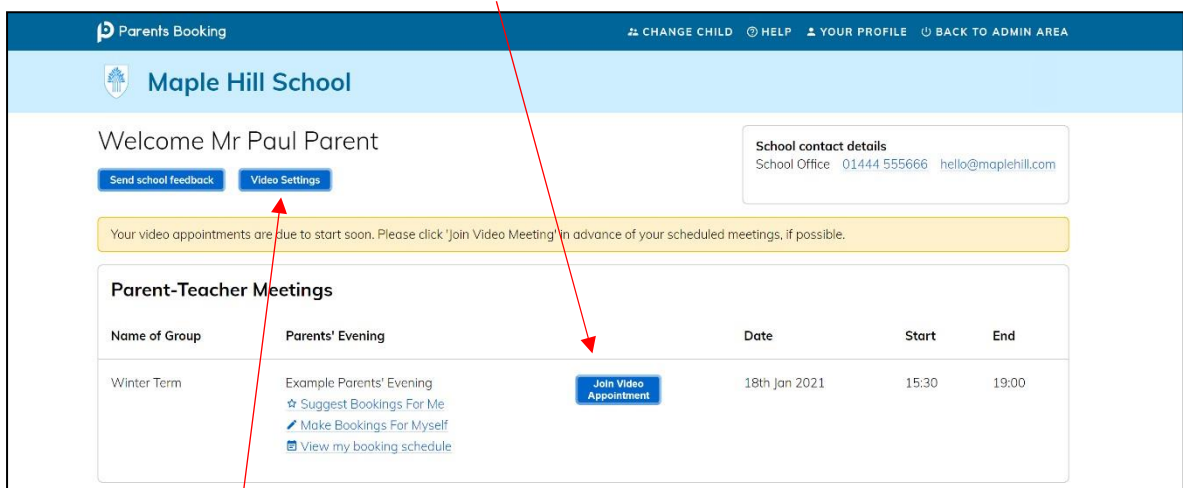
1. On the evening, log in 10minutes before your first appointment. You will need this time to approve your camera and audio settings BEFORE your first appointment. Click on 'video settings' to approve your device to use them for the appointments. A trouble shooting section is included below in case your device is blocking access to the camera and microphone.

We suggest also using Chrome on a PC/laptop/Android smartphone/tablets. If you use an iPhone/iPad (it must be iOS 11+) use Safari. Below is the official browser and device compatibility:

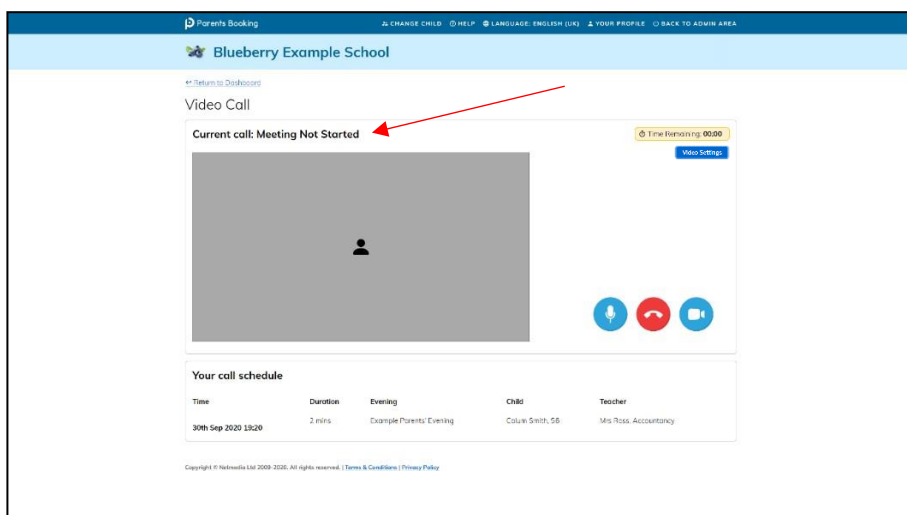
You must use one of the below devices and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (must be iOS 11+):** Safari (New: Chrome looks to be supported with iOS 14.3)
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari (version 11+), Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (but only the new Edge Chromium, not the old Edge)

2. When you are within 10mins of your first appointment, you will see a 'Join Video Appointment' button which you need to click, to join your video meetings. These appointments will exactly match what has been pre-booked.

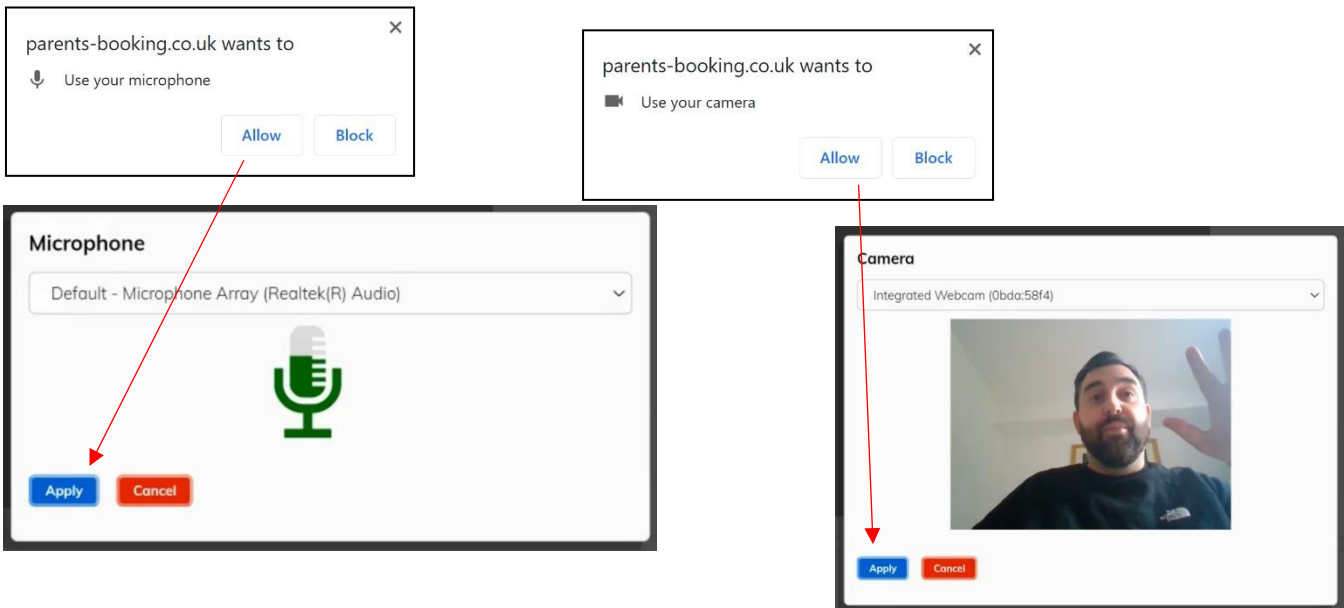


3. If you are early and click the "Join Video Appointment" button, you will be shown a "Meeting Not Started Yet" message, until the instant your appointment is due to begin.



4. When the time of your first appointment starts, and provided the teacher is also ready for the meeting, your meeting will start. Before you can talk, you will need to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser, and then shown a 'pop-up' that asks which microphone, and then which webcam, you want to use. Press 'Allow' and 'Apply' for all of these.

N.B#1. Your browser should remember these settings, however Safari on iPad/iPhone does not seem to. N.B#2: If you need to reset your hardware choices, click the 'Video Settings' button near the countdown timer.



5. Once you have provided permission to the microphone and webcam, your video meeting will start.

The screenshot shows the 'Parents Booking' interface during a video call. At the top, it says 'Parents Booking' and 'Blueberry Example School'. The main section is titled 'Video Call' and shows 'Current call: Miss Beth Davidson, English'. There is a large video feed of the teacher and a smaller thumbnail of the parent. Below the video feeds are icons for microphone, camera, and a red phone icon. A red box highlights these icons with the text: 'You can turn off your microphone and/or camera at any time here. You can also cancel the call and go back to your Dashboard here.' At the bottom, there is a table titled 'Your call schedule' with columns for Time, Duration, Evening, Child, and Teacher. A red arrow points from the 'CURRENT CALL' button in the table to the 'Microphone' icon.

| Time | Duration | Evening | Child | Teacher |
|---------------------|----------|---------------------|----------------------|-----------------------------|
| 09/10/2020 07.25 PM | 5 mins | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English |
| 09/10/2020 07.30 PM | 5 mins | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English |
| 09/10/2020 07.35 PM | 5 mins | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English |
| 09/10/2020 07.40 PM | 5 mins | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English |
| 09/10/2020 07.45 PM | 5 mins | Y12 and Y13 Evening | Rob Mackenzie, 10To2 | Miss Beth Davidson, English |

6. Appointments follow on automatically. Your schedule is shown at the bottom of the page. Once one appointment has finished the next will start instantly, and you do not need to change web page.

Troubleshooting:

“The user did not give permission to access your media”

This often means the internet browser is blocking access to the webcam. Look at your internet browser's web address bar and check if the video symbol is 'blocked'. If it is, unblock and refresh the web page.

The steps depend on which web browser you're using:

iPhone/iPad = Safari - Close down all other apps, open Safari, open Settings from the Home screen, then choose Safari, and scroll to the Camera & Microphone Access option.

Android = Chrome – Close down all other apps, open Chrome app, settings, site settings, tap Microphone, turn on, repeat for Camera.

Android = Firefox – Close down all other apps, open Firefox and go to the desired site. A pop-up will display the default camera and microphone. Select a different camera/microphone if necessary. Click 'Remember this decision' and click 'Allow'. If the pop-up didn't appear press refresh. If this doesn't work, click menu, option, privacy & security, settings for camera, find the required website and allow it access, repeat this for the microphone.

Windows = Chrome - Close all other apps. Open Chrome, open settings, under Privacy and security click Site settings, click camera, review your blocked and allowed sites, make sure that Parents-Booking.co.uk is selected as 'Allow'. Repeat process for microphone.

Windows = Firefox – Close down all other apps, open Firefox and go to the desired site. A pop-up will display the default camera and microphone. Select a different camera/microphone if necessary. Click 'Remember this decision' and click 'Allow'. If the pop-up didn't appear press refresh. If this doesn't work, click menu, option, privacy & security, settings for camera, find the required website and allow it access, repeat this for the microphone.

Windows = Edge (latest version) - press the three dots in the upper right and choose Settings, press Site permissions on the left, followed by Camera and Microphone on the right. Ensure camera and microphone access isn't blocked for this website.

Mac = Safari – Close down any programmes using your microphone and camera. Open Safari, click preferences, click websites, find Parents-bookings.co.uk and change the option to all use of camera and microphone.

Mac = Chrome - Close all other apps. Open Chrome, open settings, under Privacy and security click Site settings, click camera, review your blocked and allowed sites, make sure that Parents-Booking.co.uk is selected as 'Allow'. Repeat process for microphone.

Mac = Firefox – Close down all other apps, open Firefox and go to the desired site. A pop-up will display the default camera and microphone. Select a different camera/microphone if necessary. Click 'Remember this decision' and click 'Allow'. If the pop-up didn't appear press refresh. If this doesn't work, click menu, option, privacy & security, settings for camera, find the required website and allow it access, repeat this for the microphone.



Code of Conduct for Virtual Options Evenings

As virtual options evenings are new to us, we thought it important to establish some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

- As in real life, your son/daughter is welcome and recommended to attend.
- Sessions are NOT to be recorded by Parents or pupils (on any device).
- During sessions, screen shots using the device or other devices are strictly NOT allowed.
- Both teachers and parents have the choice of using audio and/or video.
- Conversations should take place in appropriate rooms e.g. kitchen, lounge, study and not in a bedroom. Be conscious of background environments and others in the room.
- Videos may be muted for Parents if other distractions in the household become unsettled or cause a disruption.
- All participants should be appropriately attired as they would be for a real-life face to face meeting.
- Language must be professional and appropriate, including any family members in the background.
- Please note if you are late for the session, you can still join. Please bear in mind that sessions will finish exactly on time by the online system.
- Oldbury Wells School is often commended for the very positive, constructive relationships between staff and parents and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.