

15 June 2021



Ralph Allen School

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Dear Parents/Carers

Year 10 Parents' and Teachers' Consultation Evening: Thursday 24 June 2:30 – 7.30pm.

I hope that you will be able to attend this remote/computer-based consultation evening. The evening will be conducted via Microsoft Teams, and the prime purpose is to discuss your daughter/son's progress during the course of the year. To participate in this event your son or daughter needs to log into Microsoft Teams via their school account. They will need to enable video. Please be aware of the usual safety protocols. The teacher will then call at your allotted time.

We use Insight to make bookings for Parents' Evenings; please see the third page of this letter for instructions on how to do this. Booking will open on the Thursday 17 June at 4:00pm. Please make appointments by the end of Wednesday 23 June as the online system will not be available on the day itself. Instructions on how to access MS teams can be found on the fourth page.

Please be aware that due to recent difficulties caused by double bookings, only the number 1 priority contact will be able to book each subject. If you are unable to see or make bookings it is likely you are priority number 2 or below.

If you are unable to make appointments online via Insight, please contact the Data Office datateam@ralphallenschool.com. We wish to encourage our students to attend these remote consultations with their parents/carers and, indeed, you will need your child with you to log in to their school Microsoft Teams account.

If you do not have the facilities to access MS Teams, please contact IT Support itsupport@ralphallenschool.com. Teaching staff can also be contacted via e-mail if you have any pressing concerns. Please be aware that any responses to password requests will go to the parent's e-mail address.

We have had to increase the length of each appointment slot. This is to encompass both the five-minute conversation and provide time for you to log off and to prepare for your next appointment (available times may look a little odd). Please be aware that teachers will have to cut the conversation off if it extends beyond the allotted time. We have extended the parents' evening from two to four and a half hours, but this is still not enough time for teachers to see every student. We apologise for this, but it is not possible to guarantee complete access to all teachers in this format as some members of staff teach up to 211 students in the year group.

In order to make the appointments system run smoothly, I would like to suggest the following guidelines:

- Once the booking system opens, please ensure that you are using your parental Insight account, rather than your child's student account to make appointments. The icon you require to make bookings does not appear on students' accounts.
- Test in advance with your child that they can log on to Teams from home.

Headteacher: Andy Greenhough BSC (Hons) | Deputy Headteacher: John Chantry BA (Hons)

Claverton Down Road, Bath, BA2 7AD | Telephone: 01225 832936 | E-mail: enquiries@ralphallenschool.com | www.ralphallenschool.com

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Yours faithfully

A handwritten signature in black ink, appearing to read 'A Greenhough'.

Mr A Greenhough
Headteacher



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Instructions – How to book a Parents' Evening Appointment

Log in to Insight via the school website

 Quick Links ▾

(You must be logging into Insight using your **Parent Login**)

Once logged in, go to the **General** drop-down menu and choose **Parents' Evening** (This may be visible to you, but you will not be able to make bookings until the bookings have gone live Thursday 17 June at 4pm).

You will see a list of available staff on the right of the page and a list of your own bookings on the left. A list of available appointments will appear next to each staff member's name. Click on an appointment to reserve it. A green tick will appear next to each staff member that you have an appointment with.

If a booking has been made by a staff member on your behalf, a **Confirm this booking?** Option will appear beneath the appointment.

You can download a list of your appointments by clicking the **Download** button at the top right of the page and selecting **Bookings**.

If you do not have access to Insight, please contact the Data Office on the following email datateam@ralphallenschool.com

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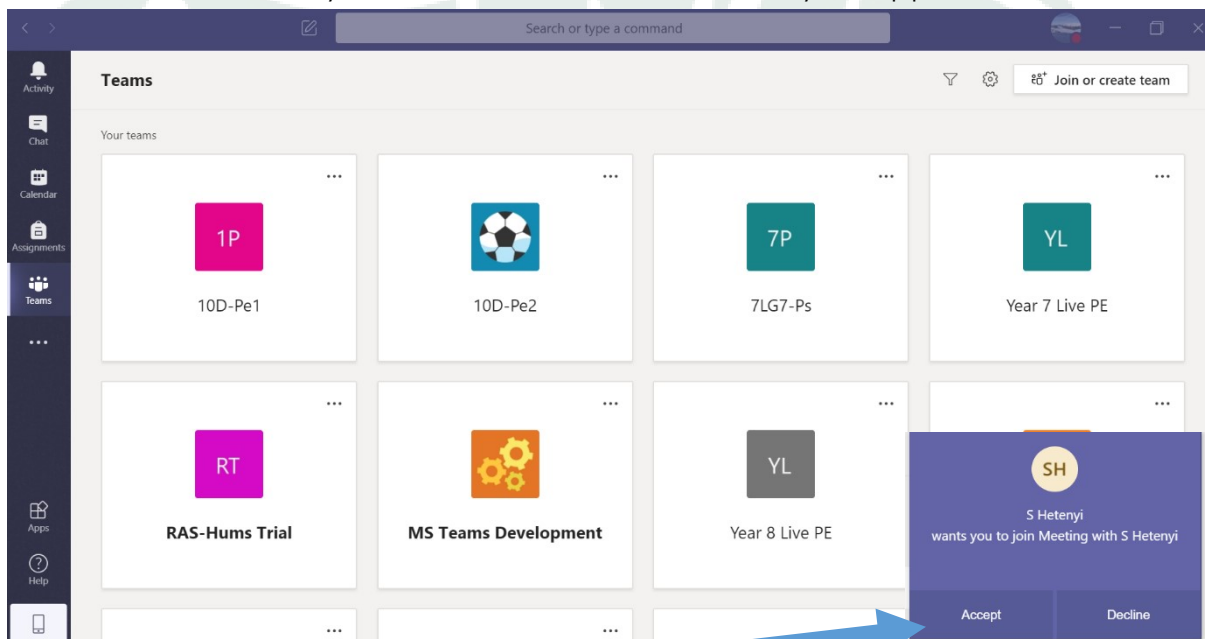
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Instructions – How to log on to TEAMS for Parents' Evening

Step 1 – Log on to TEAMS via the app, using your son/daughters account, ready for your appointment time



- Once in Teams you need to wait to be invited to your appointment.



Step 2 – At the allotted time the teacher will call you via teams, you will get a text box like the shot below. **Click on accept**

Step 3 – You will then see the screen below:

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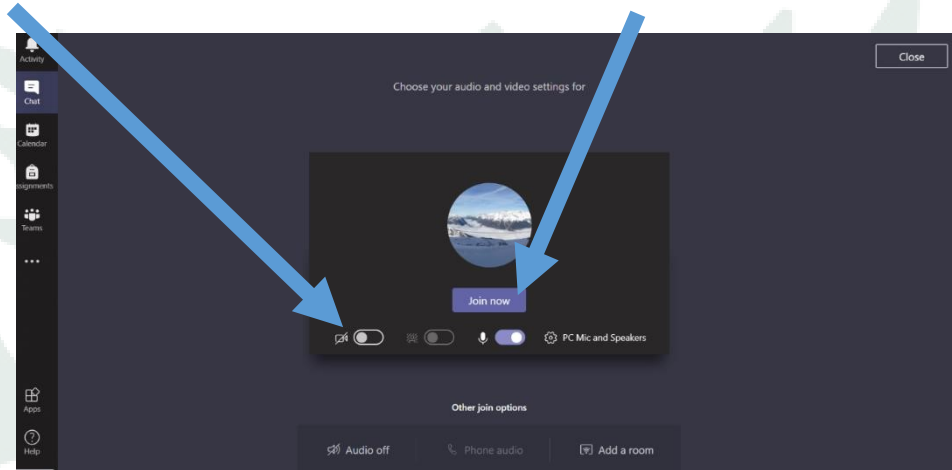
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Click **camera on** and unmuted

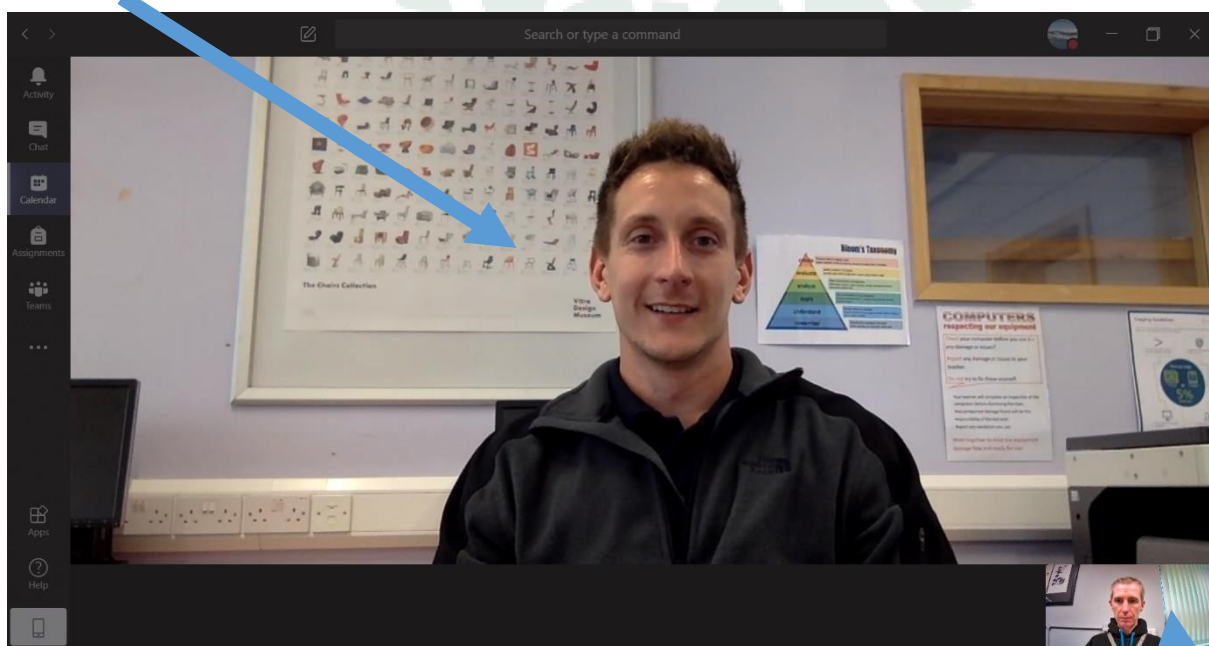
check you are

Click **join now** to start the consultation



Step 4 – You are now in the meeting

Teacher



Parent

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Step 5 – Once consultation finished the teacher will end the meeting. You then wait for the next teacher to call and you repeat the above steps.

*Please be aware that It is necessary to keep appointments to the allotted time – therefore staff will need to end the meeting at the correct time.

Thank you in anticipation of your understanding.



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