

4 March 2021



Ralph Allen School

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Dear Parents/Carers

Year 7 Parents' and Teachers' Consultation Evening: Thursday 18 March 2.30pm – 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 first four terms. To participate in this event your son or daughter needs to log into 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.

How to book through Insight?

We use Insight to make bookings for Parents' Evenings; please see the third page of this letter for further instructions. **Booking will open on the 11 March at 4:00pm and close on Wednesday 17 March at 4pm.** Please be mindful that the system can experience difficulties with such a high volume of users trying to access at the same time. If the system doesn't seem to be working, then please try again at a later date.

If you are unable to make appointments online via Insight, please contact the Data Office datateam@ralphallenschool.com

You may not be able to see every teacher as some members of staff teach up to 214 students in the year group. It is important that you only make one appointment per teacher. If you live at separate addresses, we ask you to come to an arrangement before making bookings.

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 Teams account. Instructions on how to access MS teams to conduct the parents evening can be found on the fourth page. If you do not have the facilities to access MS Teams, please contact IT Support. Teaching staff can also be contacted via e-mail if you have any pressing concerns itsupport@ralphallenschool.com 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 pupil. We apologise for this, but it is not possible to guarantee complete access to all teachers in this format.

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

Twitter: @RalphAllenBath | Facebook: Ralph Allen School

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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

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 Thursday 11 March 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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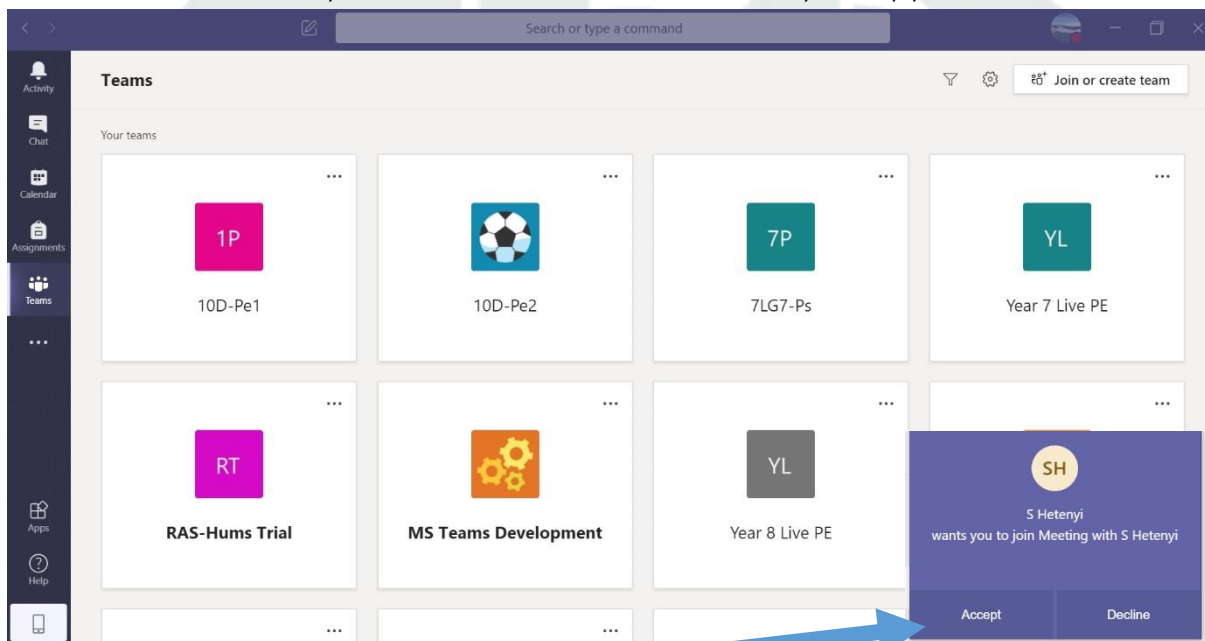
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Instructions – How to log on to TEAMS for Parents' Evening

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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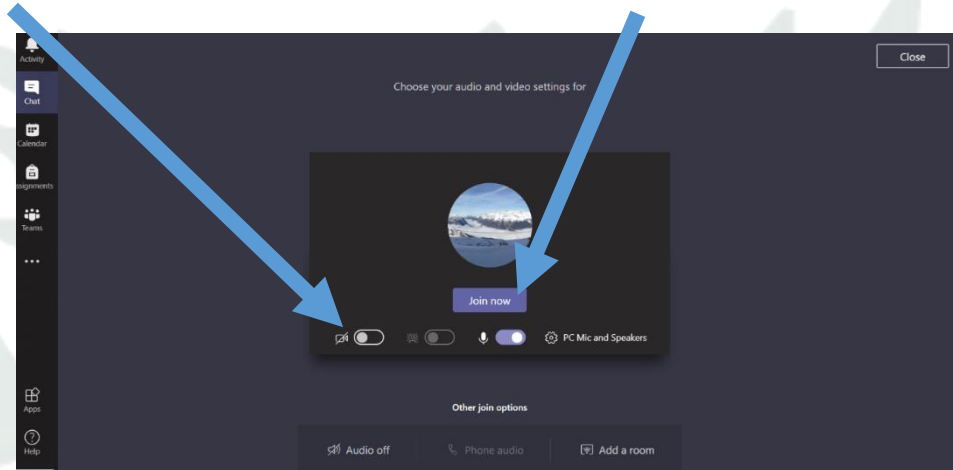
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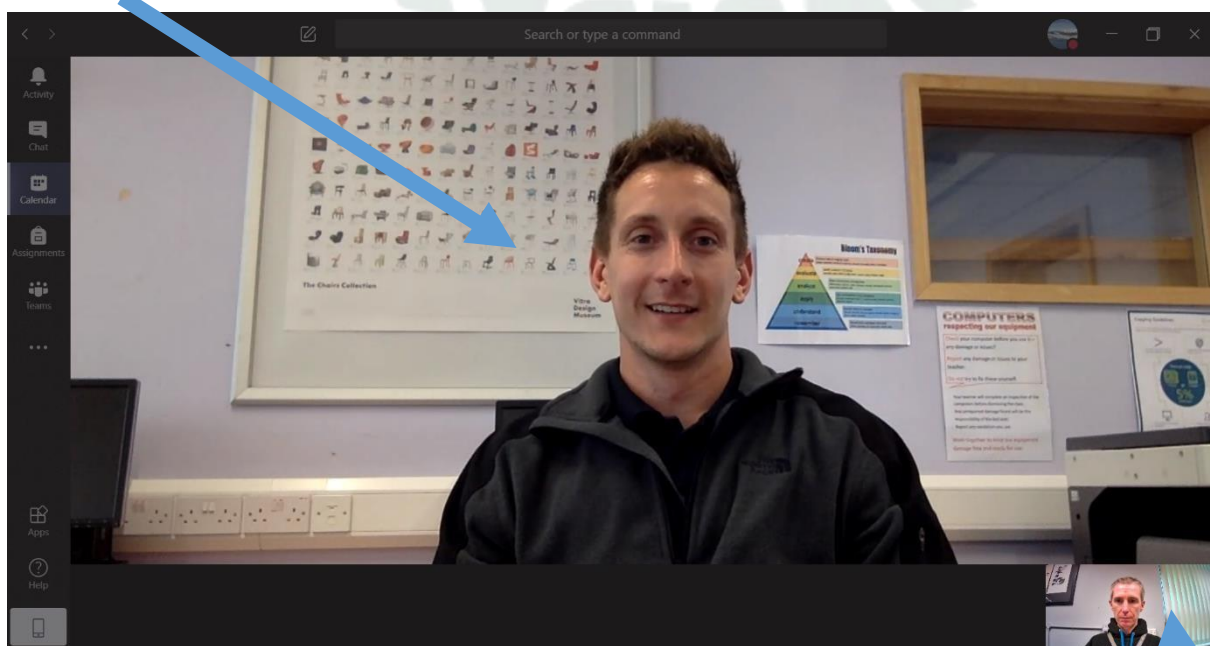
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Click camera on and check you are unmuted
Click join now to start the consultation



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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