

3 February 2021



# Ralph Allen School

Respect • Teamwork • Personal Best

Dear Parents/Carers

## **Year 10 Parents' and Teachers' Consultation Evening: Thursday 11 February 2021, 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 period of lockdown. To participate in this event your son or daughter firstly needs to log into Teams via their school account and they will also need to enable the video function. Please be aware of the usual safety protocols. The teacher you will be meeting with will then call at your allotted time.

Please note that we use Insight to make bookings for Parents' Evenings; see the third page of this letter. **Bookings will open on Thursday 4 February at 3.30pm and please schedule your appointments by the end of Wednesday 10 February.**

If you are unable to make appointments online via Insight, please contact the Data Office and we can make the appointments on your behalf. 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.

If you do not have the facilities to access MS Teams, please contact IT Support [itsupport@ralphallenschool.com](mailto:itsupport@ralphallenschool.com). Teaching staff can also be contacted via e-mail if you have any pressing concerns.

It is unfortunate that our scheduled parents' evenings have not been able to take place this year in school and we appreciate that they are unlikely to fulfil all of the requirements however we feel that we must adapt in these unprecedented times.

We have had to increase the length of each appointment slot to encompass both the five-minute conversation and to provide time for you to log off and to prepare for your next appointment. 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 hours however this is still not enough time for teachers to see every pupil. We apologise for this but it is not feasibly 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](mailto:enquiries@ralphallenschool.com) | [www.ralphallenschool.com](http://www.ralphallenschool.com)

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

- Please try not to book consecutive appointments
- Please keep to your five-minute, timed appointments.

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.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A Greenhough', written over a light grey rectangular background.

Mr A Greenhough  
**Headteacher**

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Log in to Insight via the school website

 Quick Links ▾

Once logged in, go to the **General** drop-down menu and choose **Parent' Evening** (This may be visible to you, but you will not be able to make bookings until Friday).

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](mailto:datateam@ralphallenschool.com)

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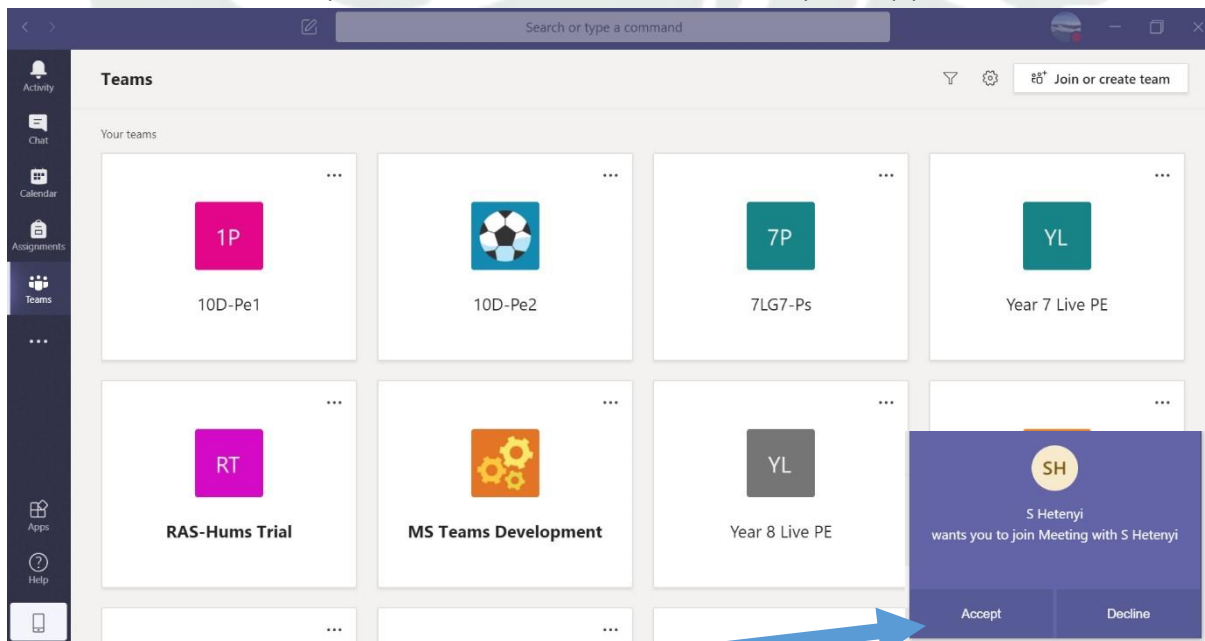
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## TEAMS GUIDE FOR PARENT TEACHER CONSULTATION

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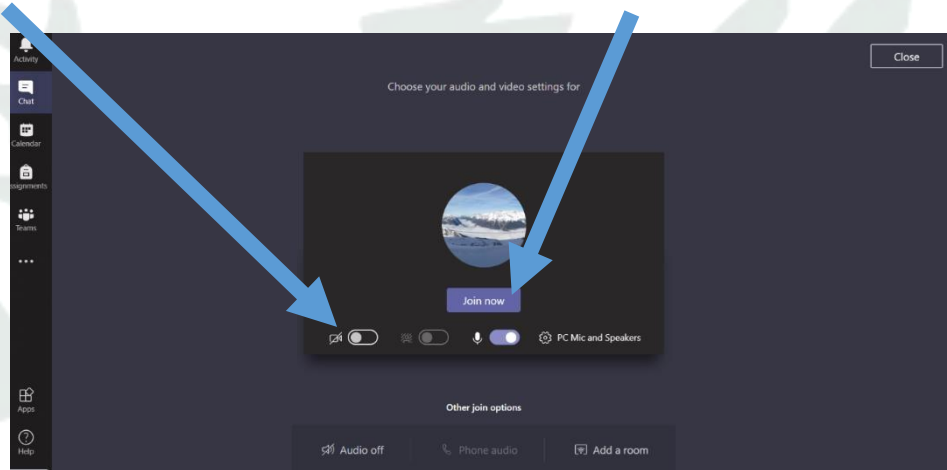
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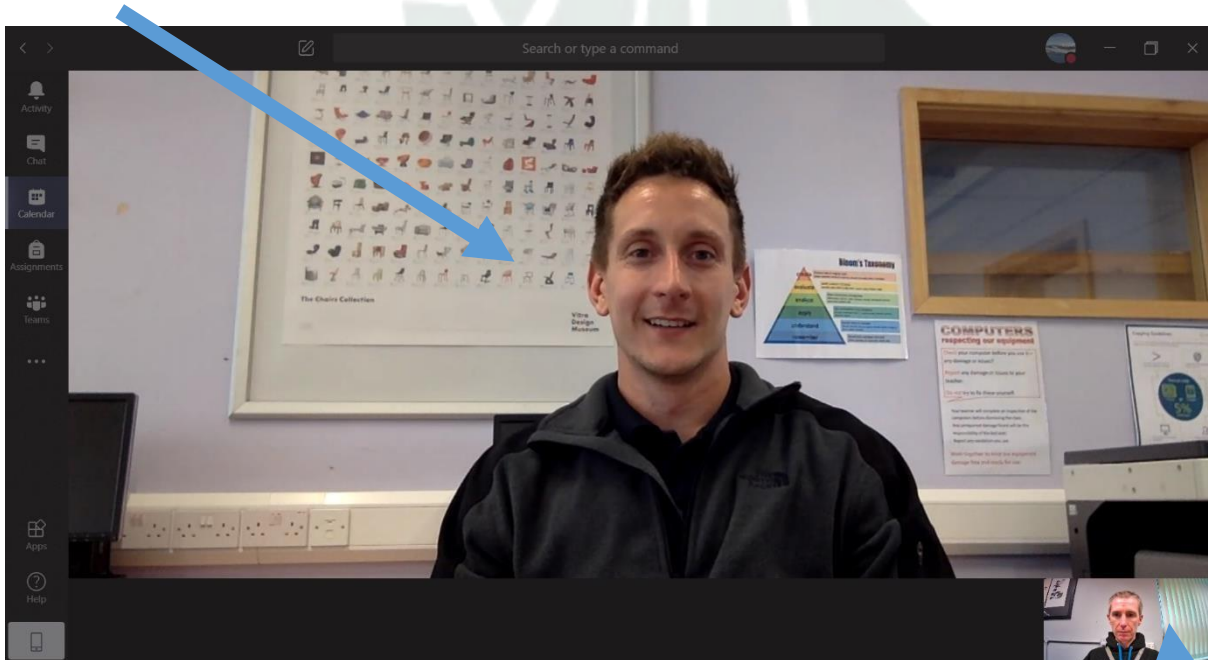
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**Click camera on** and check you are unmuted  
Click **join now** to start the consultation



**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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