

CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr P. Swatton, B.Eng (Hons)

Date: 23/04/21

Ref: PAS/ASE

Dear Parents and Carers

Year 8 Parent Consultation Evening – 6th May 2021

I would like to invite you to our Year 8 Parent Consultation Evening which will take place on Thursday 6th May between 5pm and 8pm. Due to the current national restrictions in place, we will be using an online system for this event. This involves an on-line booking system, via EduLink One, together with the use of video conferencing for the event. The aim of the evening is to give you the opportunity to arrange a series of short discussions with your child's subject teachers to discuss their progress.

Please note, the Year 8 Consultation is not a pastoral event. The emphasis is very much on academic progress in subjects. Therefore, there is no facility during this event for you to meet with Form Tutors or Heads of House. Even if your child's Form Tutor happens to teach them, the emphasis of the conversation should be on academic progress. If you have any pastoral concerns, please contact your child's Head of House.

The system is prepopulated with your child's subject teachers and allows you to choose your own appointment times. Please click on the link below to access guidance and instructions detailing how to log into EduLink One and book appointments, as well as how to operate the video conferencing during the evening.

[**EduLink One – Booking Appointments Guide**](#)

[**EduLink One – Video Conferencing Guide**](#)

If you have any problems during the event please contact the College on 01424 772155 and someone will be available to try to help. Most queries can be solved by accessing the relevant guidance before the start of the event. Please also find below further information to support you accessing this event:

How to log into EduLink One

Please log into the EduLink One website (<https://www.edulinkone.com>) or app and click on the parents' evening icon. All parents already have their own account in EduLink One. If you have forgotten your password and need this to be reset please contact itsupport@claverham.org as soon as possible and prior to the day of the event.

When will the system open for parent bookings?

The system will open up appointments for booking via EduLink One **from 5.00 pm on Tuesday 27th April** and the College will close the appointment booking system on Tuesday 4th May at 5.00 pm.

What to do once you log in

Go to the Parents' Evening icon and click on the Year 8 Parents' Consultation event to book appointments with your child's subject teachers.

If you experience any problems with logging into the system please refer to the guidance.

Length of appointments

Appointments will last 5 minutes, as per our normal parents' evenings. We would recommend that prior to the meetings, you have any questions ready and prepared to ask teachers.

Prior to the event

Please log into the system at least 10 minutes before your first appointment. Follow the step by step guidance carefully. If completed correctly, a countdown timer should appear ready for when the system automatically connects you and your child's teacher to the video call.

After the event

We would be grateful if you could complete a feedback form that will be made available to you after the event. Your feedback is very important to us in assessing how successful this approach has been and therefore deciding how we might use this provision in the future.

What if you don't have any technology at home

Please contact the College to notify us if you do not have the appropriate technology at home to support this event. Please notify us by Tuesday 4th May.

If you have any queries or concerns regarding the booking of appointments, please email us at parentevenings@claverham.org

We look forward to seeing you at this important event.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P Swatton', written in a cursive style.

Mr P Swatton
Principal