

CLAVERHAM COMMUNITY COLLEGE

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

Date: 04/02/21

Ref: PAS/TLS

Dear Parents and Carers

Year 9 Key Stage 4 Options Parent Consultation Event – 11th and 12th February 2021.

I hope that you and your son or daughter have had the opportunity to visit our Key Stage 4 options information website which went 'live' on Monday 1st February. The website can be accessed by clicking on the banner on our main College website or by clicking [here](#). It provides you with a variety of information and resources to watch and read about options. In addition, form tutors will have spoken to their tutees about the process during morning registration.

We would now like to invite you to join us for the next stage in the options process, our Year 9 Key Stage 4 Options Consultation Event. This year the event will be online and has been divided across two days to maximise parental opportunity to talk to staff. The first part of the event is on Thursday 11th February between 5.00 pm and 7.00 pm and the second is on Friday 12th February between 10.30 am and 3.30 pm. We hope that by providing these two opportunities, whatever your current working situation is, you will be able to find a suitable time to talk with our members of staff. The majority of teachers will be available for both parts of the event. If for any reason you cannot attend either part of this event, we will be unable to make contact with you regarding options until after the half-term break.

The aim of the event is twofold. Firstly, it is an opportunity to obtain feedback on your son or daughter's progress in the core subjects (English, maths and science), as illustrated in the recent profile report which is available via the 'Documents' icon of EduLink One. As such you should continue to make appointments with your child's English, maths and science subject teacher, even though these are compulsory subjects during Key Stage 4.

Secondly, it is an opportunity for you to talk to option subject teachers (i.e. those other than English, maths and science) regarding the courses available at Key Stage 4. These subject discussions will afford you and your child the opportunity to gather information about courses, which in turn, will provide support in deciding what is the right path for them. For the option subjects you should make appointments with the named teachers displayed on your appointment sheet. In some instances this may not be your child's current teacher but a teacher who delivers the relevant course at Key Stage 4.

Please note, this Year 9 Consultation is not a pastoral event. The emphasis is very much on academic progress in the core subjects and providing the opportunity to discuss the options available to students during Key Stage 4. There is therefore no facility during this event for you to meet with Form Tutors. Even if your child's Form Tutor happens to teach them, the emphasis of the conversation should be on academic progress and options. If you have any pastoral concerns, please contact your child's Head of House or pastoral team.

You will have received an email invitation to access your child's personalised option form. The form will provide you with further information about their subject options. Please use this information to decide which subject appointments you need to make at the Year 9 Options Consultation Event. This form must be completed and submitted by 1st March.

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. Please click on the link below to access video guidance and instructions detailing how to log in to EduLink One and book appointments, as well as how to operate the video conferencing.

[EduLink Virtual Parents Evening Guide](#)

The system is prepopulated with your child's core subject teachers, and the relevant teachers for the option subjects available to them, as per the option form. It then allows you to choose your own appointment times. Where we have been able to, the system will show your child's own teacher or a teacher who is responsible for delivering that subject at Key Stage 4.

This is the first time that we have used this system, to support you we have attached guidance regarding the use of the EduLink One video conferencing system (please see link above). 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 days of the event.

When will the system open for parent bookings?

The system will open up appointments for booking from 5.00 pm today (Thursday 4th February) and the College will close the appointment booking system at 3.00 pm on Thursday 11th February.

What to do once you log in

Go to the Year 9 Parent Consultation event and book appointments with your child's subject or allocated teachers. When booking your appointments ensure that you book times with your core subject teachers (English, maths and science). When booking with option subject staff we would recommend that you:

- prioritise speaking with teachers where you are trying to decide between two subjects (e.g. Geography or History);
- seek further information if it's a subject not delivered at Key Stage 3 (e.g. Psychology);
- seek guidance from teachers if you are not sure about the appropriateness of continuing a particular subject at Key Stage 4.

This will ensure some degree of equity to the booking process given that we have a finite number of appointments per teacher.

If you experience any problems with logging into the system please refer to the guidance, alternatively you can email options2021@claverham.org.

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 about subjects and courses 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 (click on the link above). 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 telephone the College or email options2021@claverham.org to notify us if you do not have the appropriate technology at home to support this event. Please notify us by Tuesday 9th February.

Please note that due to personal circumstances you may not be able to book with some individual members of staff at certain times during this event. Where this is the case and where it has been possible to do so, students have been allocated alternative teachers who deliver these option subjects at Key Stage 4.

We look forward to seeing you at this important event. If you have any questions please email options2021@claverham.org.

Yours sincerely



Mr P. Swatton
Principal