

JBA/dgr

15th June 2022

Dear Parent/Carer

Year 8 Virtual Parents/Carers' Evening – Thursday 30th June 2022

A key element of our Academy vision of “Living Well Together with Dignity, Faith and Hope” is our drive to improve the life chances of our students, ensuring the dignity that comes with a secure education and future. We would like to invite you to attend our Virtual Year 8 Parents/Carers' Evening on Thursday 30th June 2022 from 3.30pm until 6.30pm. As we are sure you are aware, this is an extremely important event and will provide a valuable opportunity for you to talk to individual subject teachers about your son/daughter's progress and to reflect on their current progress.

Appointments will take place virtually and you will be able to book appointment times convenient to you through the Edulink app. The video calling function that will be used on the evening can work on most smart phones, tablets and laptops, but it is recommended that you use the latest versions of internet browsers such as Microsoft Edge, Google Chrome or Firefox to reduce the risk of connection issues. To help you identify if you have the latest version, we have included the icons you should see at the bottom of the booking instructions on the next page. We hope that you can make your booking with ease but if you experience any difficulties or do not have your login, please contact the Academy.

Please remember that appointments will be at 5 minute intervals and each appointment should last for 5 minutes. Should you find that you require additional time to discuss your child's progress, teachers will accommodate this at another time. The Edulink app will not let appointments run over and will notify both you and the teacher that the session is coming to an end. Additionally, you will not be able to access the appointment earlier than your booked time.

We look forward to seeing you on 30th June and hope you find this a valuable opportunity.

Yours faithfully



Jade Barratt
Head of Year 8

All Saints Academy, Houghton Road, Dunstable LU5 5AB

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Executive Principal: Liz Furber

Registered Company No: 06853140

Booking Appointments Through Edulink

Bookings can be made for a parents' evening by logging in, clicking on the Parents' Evening menu icon and then clicking on the event. You will then see a table (desktop/tablet version) of all the teachers you can make bookings for along the top and slot times down the side.

Tablet/Desktop view:

Time	Teacher Name	Teacher Name	Teacher Name	Teacher Name	Teacher Name	Teacher Name	Teacher Name	Teacher Name	Teacher Name
17:00	BOOKED								
17:10									BOOKED
17:20		BOOKED							
17:30				BOOKED					
17:40									
17:50									
18:00									
18:10									
18:20									

Phone view:

Time	Teacher Name	Subject
17:00 (1)	Roger McNamara	French
17:10 (1)	Stephen Green	English
17:20 (1)	Ruth Hatchett	Mathematics
17:30 (1)	Helen Green	Geography, History
17:40		
17:50		
18:00		

To make a booking for a teacher just click/tap on an available slot (white) a popup will appear allowing you to enter an optional note to the teacher, when finished click the book button.

Name: [input]
Subject: [input]
Classroom: [input]
Add comment: [input]
[CANCEL] [BOOK]

Once a booking has been made, the slot will change green and a green tick will appear next to the teacher's name. To unbook the slot click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.

When it is time for your appointment please click on your appointment booking and select 'Start Appointments'. This will then open a browser that will have video call. There is an option to turn off the camera if you choose. Please ensure that you arrive on time.

We do ask before the appointment that you test that your microphone is working.

These icons will help you identify if you are using the latest version of these internet browsers.

Microsoft Edge



Google Chrome



Firefox

