

COCKBURN SCHOOL

Specialist status in the Performing Arts



Executive Headteacher Mr D Gurney BA (Hons) / NPQH / NLE
Head of School Mr R Dixon BSc (Hons) / NPQH

23rd June 2021

Dear Parent/Carer,

Year 9 Virtual Progress Review Evening – Thursday 1st July 2021

As you are aware, Year 9 is a very important year and students have almost completed the first year of their chosen qualifications. Given the current situation, I know you will be extremely keen to speak to your child's teachers. Our new virtual system allows a face to face conversation with teachers in a safe way for all.

On Thursday 1st July 2021 we will hold our Year 9 Progress Review afternoon/evening where subject teachers will be on hand to answer any questions you may have with regards to your child's progress and attitude to learning.

Booking Progress Review appointments:

As with previous onsite Progress Reviews, your child will be given an appointment card and be asked to make appointments on your behalf. Please discuss as soon as possible with them what your preferred timings would be, as appointments are booked on a first come, first served basis. **You are no longer required to log on and book appointments, which you may have done previously if you have children in other year groups.**

Attending Progress Review appointments:

Appointments will take place virtually on a video conferencing call (either on a mobile / tablet device or a PC). You will not be expected come to the school. Appointments with Year 9 teachers will be available on a first come, first served basis.

The Progress Review will be held online via the Schoolcloud booking system. In order to make video calls you will need to have, as a minimum:

- A device with a microphone and speaker and a compatible web browser

We recommend:

- Using a laptop or computer with a webcam or your smartphone with a front facing camera

Compatible web browsers are:

- iPhone/iPad: Safari
- Android: Chrome or Firefox
- Windows: Chrome, Firefox or Edge (latest version)
- Mac: Safari, Chrome or Firefox

The appointments are booked in 5 minute slots. The video call will automatically time out at the end of the allotted time and the time left for each appointment will display as a countdown on your screen. There will be a one-minute gap between appointment slots.

Please visit <https://cockburn.schoolcloud.co.uk> to view and attend your appointments.

There is a very useful short guide for parents explaining how to attend appointments over video call here for your information: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

To access the online booking system, you must log on using the same information that we have on our school system, i.e. the same email address that was given to the school at the time of your child's admission, and the following information:

- **Parent's/Carer's First name in full / Parent's/Carer's Surname in full**
- **Student's First Name in full / Student's Surname in full / Student's Date of Birth**

If you experience any problems accessing the online booking system, please contact info@cockburnschool.org.

Protocols and instructions for Online Parents' Evening:

These are Cockburn Multi-Academy Trust's protocols for audio and audio/video live online Progress Review meetings. We would ask that parents and carers carefully follow the protocols set out below in order to allow for a successful evening:

- Parents/carers must be present;
- Please do not record or take photos / screenshots of the consultation;
- Meetings should be held in a suitable environment and all parties should be suitably dressed to conduct the consultation;
- Cockburn Multi-Academy Trust highly values the very positive, constructive relationships between staff and parents/carers and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team (SLT).

Tips for troubleshooting

- School staff have checked that their devices work, so we hope all is well at our end for the meetings.
- Please read the guide carefully beforehand to ensure you are using a suitable browser.
- Try logging on up to an hour before - if you can't see "Join Video Appointments" check below.
- Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them.
- Better sound is achieved if only one person speaks (closely) to the microphone at a time.
- If one party loses connection, please just wait whilst they log in again - you should be able to resume.
- If there is a sound /display issue, try clicking the microphone/camera icon off and on again.
- If there is still an issue, try logging off and logging on again or try another device.
- If possible, have a back-up device ready for you to log on and use in case one fails.
- We will respond to any technical difficulties as far as possible but please be forgiving in case of any technical hitch. We are doing our best to make contact at this difficult time. If you miss a conversation due to technical reasons, or require further information not covered in your allotted time, we can arrange for follow up calls to take place if you wish.
(Please contact us via year9@cockburnschool.org).

Yours sincerely,



Mr R Dixon
Head of School

Parkside, Gipsy Lane, Leeds LS11 5TT
Tel 0113 2719962

info@cockburnschool.org
www.cockburnschool.org