



# Woodkirk Academy

&  
The Sixth Form @ Woodkirk Academy

Principal: **Mr T Jones**

**October 2021**

Dear Parent

## **Year 7 'Meet the Form Tutor' Parents' Evening – Thursday 4 November 2021**

I would like to extend to you a warm invitation to virtually meet your son/daughter's Form Tutor on the evening of Thursday 4 November via a **video conferencing call**.

This important evening has been introduced for the first time this year in order to provide parents with feedback about how well their son / daughter has settled into life at Woodkirk Academy. Discussions will be led by Year 7 Form Tutors. At this stage, the meetings will **not** focus on academic performance but, instead, the personal development of your son/daughter since starting at Woodkirk Academy in September. There will be an opportunity to speak to subject teachers on Tuesday 29 March 2022.

We would strongly encourage parents to make an appointment as this is the only opportunity to meet with the Form Tutor. Given that you will only have one brief appointment with a member of staff, the evening will be held virtually. Following extensive feedback from parents and teachers, last year, this was the preferred model for parents' evening.

The Parents' Evening will be held online via the Parents' Evening booking system. In order to make video calls you will need to have (as 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

If you are unable to make video calls, please email Mrs Dickinson at [n.dickinson@woodkirk.leodis.org.uk](mailto:n.dickinson@woodkirk.leodis.org.uk). Each appointment is booked in 5-minute slots with a small amount of time offered at the end to bring the call to a close. The video call automatically timing out at the end of the allotted time. The time left for the appointment will display as a countdown on your screen.

There is a very useful, short guide for parents explaining how to attend appointments over video call here for your information: [Click this link](#) to the homepage of Woodkirk Academy's website and following the links - a copy is also attached to this email for reference.

The online booking system opens on **Thursday 21 October at 6pm** and closes on **Tuesday 2 November at 12pm**. Please book your appointment early to avoid disappointment.

*See overleaf for further info*

**Tel** 0113 8873600 **Email** [principal@woodkirk.leodis.org.uk](mailto:principal@woodkirk.leodis.org.uk) **Web** [www.woodkirk.leodis.org.uk](http://www.woodkirk.leodis.org.uk)

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To access the online booking system, you must login 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 son/daughter's admission:

**Parent's First name in full / Parent'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 Mrs Dickinson at [dickinson.n@woodkirk.leodis.org.uk](mailto:dickinson.n@woodkirk.leodis.org.uk) or via the school telephone number, and she will be happy to help you.

### **Protocols and instructions for Online Parents' Evening:**

These are Woodkirk Academy's protocols for audio and audio/video live online Parents Evening meetings. We would ask that parents carefully follow the protocols set out below in order to allow for a successful evening:

- *Parents 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;*
- *Woodkirk Academy is regularly commended for the very positive, constructive relationships between staff and parents 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**

- Year 7 staff have checked that their devices work, so we hope all is well at our end for the evening.
- 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.
- Keep an eye on your email/appointments in case the teacher has a later slot they could be booked.
- 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, we can arrange for follow up calls to take place if you wish. (Please contact us via [woodkirkreception@woodkirk.leodis.org.uk](mailto:woodkirkreception@woodkirk.leodis.org.uk))

Yours sincerely,

**MR N COOK**  
**VICE PRINCIPAL**  
[n.cook@woodkirk.leodis.org.uk](mailto:n.cook@woodkirk.leodis.org.uk)