Amesbury CE Primary School

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14 October 2020

Dear Parent/Carer

Parent/Carer Consultations – November 2020

Parent/Carer consultations provide an opportunity for you to meet with your child's class teacher to discuss how they are settling into the new school year and discuss their general progress.

The Autumn Parent/Carer Consultations are as follows:
- Monday 2nd November, 3:15-5:30 pm
- Wednesday 3rd November, 4:00-7:00 pm

Our consultation meetings will not take place 'face to face', for reasons I know you understand and appreciate, so our meetings will be via ZOOM, using the audio facility. I am sure most of you will be familiar with this software.

ZOOM is fairly straightforward to operate. You will be sent a link, via email, to access your meeting. Your meeting will last approximately 10 minutes, before the next person is scheduled. Click on the icon to the right to see the 'Join a Meeting' page.

Please note that the timings will need to be strict. Please log on ten minutes before your agreed time so that you are ready. We have been using ZOOM in school for various meetings since March, but please bear with us as we try to build a system that we may have to use for some considerable time ahead.

Please read the attached guidance prior to your meeting. If you do not have access to the internet, please let us know as soon as possible.

Appointments will be available ONLINE, via SCOPAY until <u>Tuesday 20th October</u>. Availability is on a first-come, first-served basis.

Click on the SCOPAY icon to the right for a link directly to the site. Once logged in, you will see an option called 'Parents' Evenings'. Select this and you will see available appointments to book online. You can also now do this on your mobile app. A guide is attached to assist you, although it has not yet been updated by the software company to reflect the functionality of the mobile app.
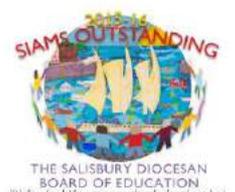
If you do not have access to SCOPAY, please contact the office as a matter of urgency and we will provide the required code for you to register.

If you have any queries, please do not hesitate to contact us.

Yours sincerely

Mr D Jeffries
Interim Headteacher

SCOPAY

GUIDE FOR PARENTS
BOOKING PARENTS' EVENING APPOINTMENTS ON SCOPAY

This Guide provides help with the following

- Make a Booking
- View a Booking
- Change a Booking
- Cancel a Booking
- Print a Meeting Schedule

Other SCOPAY Guides for Parents

All parents:

How to **Manage your SCOPAY Account**
How to **Make Payments** on SCOPAY
How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

*Parents should check with their school to see which
of the following options are available to you:*

How to **Order Dinners** Online
How to **Book Clubs** Online
How to **Save Card Details / Recurring Payments**

CONNECTING
PARENTS
TO SCHOOL

SCOPAY

You might see slight variations to the SCOPAY layout depending on the
type and size of screen display you are using.

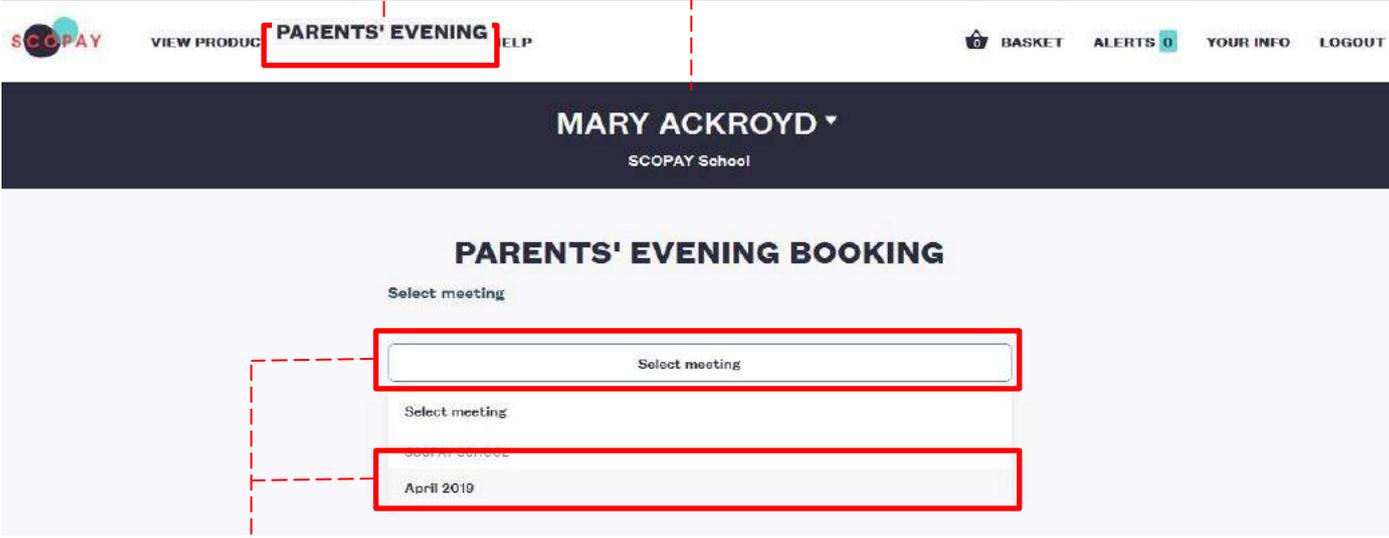# HOW TO LOGIN TO PARENTS' EVENING

Step 1
Go to the www.scopay.com website and login with your email address and password

(note that it is not yet possible to book meetings on the SCOPAY mobile app)

SCOPAY

LOGIN

Email Address

Password

LOGIN

Step 2
Select the child you wish to make a booking for

Step 3
Tap on
PARENTS' EVENING

SCOPAY   VIEW PRODUC[ ]PARENTS' EVENING[ ]ELP   🛒 BASKET   ALERTS 0   YOUR INFO   LOGOUT

MARY ACKROYD ▾
SCOPAY School

PARENTS' EVENING BOOKING

Select meeting

Select meeting

Select meeting

~~SCOPAY SCHOOL~~

April 2019

Step 4
Tap **Select meeting**
and tap the required meeting

ⓘ If no meetings are listed, then there are no current meetings for which appointments need to be made.

HOW TO MAKE A BOOKING

The options for your child(ren) will be displayed.

The teachers available
for you to book
a meeting with
are displayed here

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher:	**Miss Chimbani**	**Mr Hunt**	**Miss Covington**	**Mr Hunt**
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall

TUE, APR 30

16:00 - 16:05	BOOK	BOOK	BOOK	BOOK
16:05 - 16:10	BOOK	BOOK	BOOK	BOOK
16:10 - 16:15	BOOK	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	BOOK	BOOK	BOOK	BOOK

Step 1
Tap the
required slot

The slots available
for you to book
are displayed here

ⓘ If you need to make appointments for more than one child at the same meeting, both children will be listed.

If you are using a mobile device, to display any other children, swipe across the screen, or rotate to landscape

Step 2
Add a note for the teacher (optional)

CONFIRM BOOKING?

Appointment to see Miss Chimbani regarding Marc Ackroyd at 16:00 - 16:05

Add a note for the teacher

YES   NO

Step 3
Tap **YES**

Step 4
Tap **OK** to confirm the booking

Booking successful.

OK

HOW TO VIEW A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.
Any current bookings will be displayed.

Pupil: Marc Ackroyd	Marc Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher: **Miss Chimbani**	**Mr Hunt**	**Miss Covington**	**Mr Hunt**
Subject:	Class Teacher		Class Teacher
Room:	Main Hall		Main Hall

Add/edit note for the teacher

The current booking(s) display here

TUE, APR 30				
16:00 - 16:05	CANCEL BOOKING	BOOK	BOOK	BOOK
16:05 - 16:10	MOVE HERE	BOOK	BOOK	BOOK
16:10 - 16:15	MOVE HERE	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	MOVE HERE	BOOK	BOOK	BOOK

HOW TO CHANGE A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

Step 1
Tap **MOVE HERE** against the new booking time

Step 2
Tap **YES** to move the booking

HOW TO CANCEL A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington
Subject:			
Room:			
	Add/edit note for the teacher		Add/edit note for the teacher

Step 1
Tap on the time you wish to cancel

TUE, APR 30

16:00 - 16:05	CANCEL BOOKING	BOOK	MOVE HERE
16:05 - 16:10	MOVE HERE	BOOK	MOVE HERE
16:10 - 16:15	MOVE HERE	UNAVAILABLE	MOVE HERE
16:15 - 16:20	MOVE HERE	BOOK	MOVE HERE

CANCEL BOOKING?

Step 2
Tap **YES** to cancel the booking

YES   NO

Booking cancelled.

Step 3
Tap **OK** to cancel the booking

OK

HOW TO VIEW A MEETING SCHEDULE

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

PARENTS' EVENING BOOKING

Select meeting

Tap **VIEW MY SCHEDULE to view on screen**

April 2019

Tap **DOWNLOAD MY SCHEDULE to open a PDF**

MEETING SCHEDULE

Meetings booked below will be added to your schedule

VIEW MY SCHEDULE   DOWNLOAD MY SCHEDULE

Parents' evening meeting schedule April 2019

Reported at Monday 29 April 2019 17:34

Tuesday 30 April 2019

Time	Pupil	Teacher	Location	Subject	Teacher notes	Parent notes
16:00 - 16:05	Marc Ackroyd	Mr Hunt	Main Hall	Class Teacher		
16:20 - 16:25	Mary Ackroyd	Miss Covington				Please can we discuss recent Maths homework

ⓘ   If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.

Zoom Guidance and Information

We have been using Zoom over past months for meetings and many of you will be familiar with it.

Teachers use their school email accounts to host Zoom meetings, which you can join securely from the Zoom website or app. You do not need to create your own account in order to do so.

You will be sent a link for your Zoom meeting. The information emailed will include the meeting ID (a 13-digit number), a password that has been chosen by your child's teacher, and the date and time of the meeting.

We will never ask to 'video meet' with you or your child without prior notification.

Click on the Zoom icon above to take you to the 'Join a Meeting' page.

PREPARING FOR YOUR MEETING

Please make sure your computer/tablet is in a suitable place (not in a bedroom or bathroom) and the background is as clear as possible, showing just the wall perhaps. Be aware of any other families who may move behind you. Please also make sure that an adult is present during the meeting, and do not leave your child unattended during the meeting.

TO JOIN A MEETING

Go to the Zoom website or app and click 'Join a Meeting'. You will be prompted to enter the meeting ID and password. **Please use your child's first name and last initial** when you join the meeting, as opposed to your own name – the host teacher will need to admit you into the meeting from a virtual waiting room. This becomes more difficult if the name of the person waiting to enter is the name of the parent. When the teacher is ready, they will admit you into the meeting.

For everyone's safety and security, we will record our meetings. The recordings will either be kept on our school server or on teachers' password protected laptops at home. No-one will be permitted to view the recordings without good reason and only with permission from the Headteacher. The recordings will be deleted after one week.

You may have read a lot about problems with video calling software. Zoom has improved its security settings recently to reduce the risk of the following:

- Zoom-bombing
- Risk of phishing
- Privacy concerns
- Recordings
- Private zoom meetings
- Inappropriate content
- Data Protection
- Poor privacy controls and security

The procedures described above will further ensure the safety and security of your child during our online meetings. There should be no inappropriate content during any of our online video meetings. Please contact the school if you are concerned about any of the content of the video call.

Finally, it is important that children remember the 3Bs during these meetings – Be Safe, Be Kind, Be Respectful. For that reason, please can you ask your children to adhere to the following expectations:

- Don't un-mute yourself
- Don't send unnecessary chat messages
- Don't change your screen-name once the meeting has started
- Don't change your background once the meeting has started
- Do behave respectfully at all times
- Do behave kindly at all times
- Do participate fully in all activities
- Do join in with discussions
- Do enjoy spending some virtual time with your teachers and classmates.

Click on the link below to download a helpful guide to Zoom for parents from National Online Safety.

What parents need to know about

zoom