

Ref: LFATSF/ ParentCarerLet/1044(JEF)
Date: 03/11/2020



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Dear Parent/Carer

Virtual Yr13 Parent/Carers Evening Thursday 12 November 2020

We would like to invite you to the Yr13 Parents/Carers Evening on Thursday 12 November, which will be a virtual event via video call.

Appointments should be booked in the usual way on to our Parent Booking System, instructions for which are enclosed.

We also enclose instructions on how to attend the appointment using the video call facility. You should use a device with a microphone, camera and web browser (such as Google Chrome, Edge, Firefox, Safari) and a connection to the internet, or data if using a smartphone.

Please ensure you attend a virtual appointment promptly, as the system will automatically disconnect at the end of the 10-minute slot.

We do hope you will be able to attend the evening. If you are unable to attend, we will do our best to contact you via telephone.

Please contact adminteam@lfatsf.org.uk should you have any queries

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Rowe'.

**Mr M Rowe
Interim Principal**

Enc: Parent/Carer Guide for booking appointment
Parent/Carer Guide for attending appointment via video



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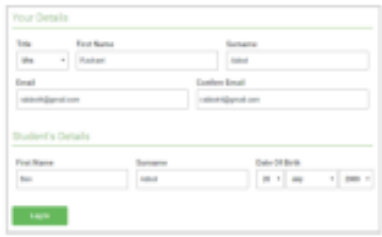
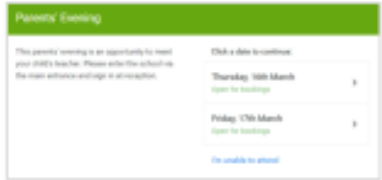


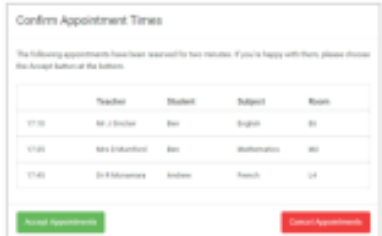


Registered Office:
Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity

Parent/Carer Guide for booking appointment

Sixth Form Parents/Carers browse to <https://lfatsf.parentseveningsystem.co.uk/>

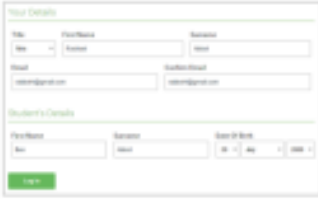
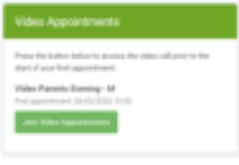

QEMS Parents/Carers browse to <https://landauforteqems.parentseveningsystem.co.uk>

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>																			
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>																			
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>																			
	<p>Step 4: Choose Teachers</p> <p>If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>																			
 <table border="1" data-bbox="172 1447 523 1559"> <thead> <tr> <th>Teacher</th> <th>Student</th> <th>Subject</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>17:10</td> <td>Mr J Brown</td> <td>Ben</td> <td>English</td> <td>11</td> </tr> <tr> <td>17:20</td> <td>Mrs A Wheeler</td> <td>Ben</td> <td>Mathematics</td> <td>101</td> </tr> <tr> <td>17:40</td> <td>Dr A Wheeler</td> <td>Andrew</td> <td>French</td> <td>14</td> </tr> </tbody> </table>	Teacher	Student	Subject	Room	17:10	Mr J Brown	Ben	English	11	17:20	Mrs A Wheeler	Ben	Mathematics	101	17:40	Dr A Wheeler	Andrew	French	14	<p>Step 5a (Automatic): Book Appointments</p> <p>If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose <i>Accept</i> at the bottom left.</p> <p>If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).</p>
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17:10	Mr J Brown	Ben	English	11																
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	<p>Step 5b (Manual): Book Appointments</p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>																			
	<p>Step 6: Finished</p> <p>All your bookings now appear on the <i>My Bookings</i> page. An email confirmation has been sent and you can also print appointments by pressing <i>Print</i>. Click <i>Subscribe to Calendar</i> to add these and any future bookings to your calendar.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>																			

Parent/Carer Guide for attending appointment via video

Sixth Form Parents/Carers browse to <https://lfatsf.parenteveningsystem.co.uk/>

QEMS Parents/Carers browse to <https://landauforteqems.parenteveningsystem.co.uk>

	<p>Step 1: Login</p> <p>Use a device with a microphone, camera and web browser (such as Google Chrome, Edge, Firefox, Safari) and a connection to the internet, or data if using a smartphone.</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
	<p>Step 2: Join the Parents Evening</p> <p>You will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment.</p>
	<p>Step 3: The Video Appointment Screen</p> <p>When you click Join Video Appointments the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.</p> <p>On this screen you can see the following:</p> <ul style="list-style-type: none"> • At the top left the teacher name (and subject details) for the current and next appointment • At the top right a countdown to the start of the appointment. • At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button). • In the middle, when your appointment is due to start, the Start Appointment button.
	<p>Step 4: Starting an Appointment</p> <p>Click the Start Appointment button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.</p> <p><i>Note that if you or the teacher are late, or leave and rejoin the call, it does not reset the timer. The appointment will always end at the scheduled time.</i></p>
	<p>Step 5: The Appointment</p> <p>When a teacher joins a call you will see them in the main part of the screen and can start you discussion with them. You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen. If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).</p> <p>When the countdown in the blue bar stops the appointment time is over and the call will automatically end.</p>
	<p>Step 6: Follow on Appointments</p> <p>If you have a consecutive appointment scheduled the screen will display a Start Next Appointment button. When you are ready to proceed, click on it.</p> <p><i>Note that if you delay starting a call it does not extend the duration for that appointment. The appointment will always end at the scheduled times.</i></p>