

Furness Academy
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Cumbria
LA13 9BB

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1 December 2020

Dear Parent/Carer

**RE: YEAR 7 PARENT/CARER VIRTUAL FORM TUTOR MEETING
W/B 14 DECEMBER 2020**

I would like to invite you to book a virtual appointment with your child's Form Tutor which are being held w/b 14 December 2020. You will be receiving their first Subject Progress Report at the end of the term. This is an important session and provides you with an opportunity to speak with your child's Form Tutor to discuss their first few months and how they have settled into life at Furness Academy. It is also a chance for you to raise any issues that you may have. If you have any further issues, you can also make an appointment to speak with Mr Moody, Director of Learning & Standards for Year 7.

Furness Academy has an intuitive and easy to use online appointment booking system. This allows you to select your own appointment time to see your child's Form Tutor.

Parents' Evening Online Appointment Booking

Appointments can be made from Tuesday 1 December and will close at 10am Thursday 10 December. **It is a 5 minute appointment and will cut off at the end of the appointment slot.** Should you wish to make changes after this date please contact the Main Office on 01229 484270 ext2008 or ext2209.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

Please visit <https://furnessacademy.parentseveningsystem.co.uk> to book your appointment.

Login with the following information:

Your Details: This needs to match the details that you entered on the Data Collection Sheet

Student's First Name: Your child's forename

Student's Surname: Your child's surname

Registration Class: Your child's Form Group e.g. 7ARA

When you have made your appointments and logged out of the system you will receive an email confirming the teacher and time selected.

If you are having difficulty with this system please contact Student Services and they will be happy to add the appointment on your behalf.

Yours faithfully

Mrs H Robinson
Deputy Headteacher

How to attend your appointments via video call

Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

Once logged in 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.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.

Furness Academy

Parents' Evening System

Welcome to the Furness Academy parents' evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Registration Class
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Your Details: This needs to match the details that we have on our records which you entered on the Data Collection Sheet

Please use your child's "preferred" forename and surname that matches our records.

Year 7 Form Tutor/Parent/Carer Meeting

Please enter via Reception. Parking is available in the academy car park

Click a date to continue

Thursday, 1st November
Open for bookings

[I'm unable to attend](#)

Step 2: Select event

Click on the date to make a booking.

Alternatively, if you cannot attend select I'm unable to attend.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Step 3: Choose Booking Method

Automatic – Choose Automatic if you would like the system to suggest the shortest possible appointment schedule based on the times that you are available to attend

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Manual – if you would like to manually choose your appointment

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Miss A Sales
7ASA

	Miss A Sales 7ASA (7ASA) Olivia Pillifent
15:35	<input type="checkbox"/>
15:40	<input type="checkbox"/>
15:45	<input type="checkbox"/>
15:50	<input type="checkbox"/>
15:55	<input type="checkbox"/>
16:00	<input type="checkbox"/>
16:05	<input type="checkbox"/>
16:10	<input type="checkbox"/>
16:15	<input type="checkbox"/>
16:20	<input type="checkbox"/>

Step 5: Select Appointment time
Select the time slot that you would like for your meeting

Step 4: Choose Teacher

For this event, only your child's form teacher can be selected.

Click on Continue to Book Appointments.

Step 6: Finished

You are now on the My Bookings page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing Print.

To change your appointments, click on Amend Bookings.