



Headteacher / Prifathro: Ms C-A Morris

26th October/26 fed Hydref 2022

Dear Parent/Guardian,

RE: Year 11 video call & in person Progress Evening Thursday 10th November 3.30pm to 6.30pm

We hope you are all keeping well and that your young person is enjoying being back at school.

We are looking forward to seeing you at our first progress evening of the year where there will be an opportunity to either meet either **in person or via a video call**. The decision to offer a blended approach is based on feedback we received over the last academic year. The evening and timings will run as follows:

Thursday 10th November	
Option 1: Video call	Option 2: In person (Steynton hall)
3.30 to 5.00 pm	5.10 to 6.30 pm (A bell will ring 10 minutes before the end of the progress evening)

Appointments for both the **video call and the in person meetings** will still be made using the school cloud system (details below). Any appointments made for after 5.10pm will be in person in school. If you wish to attend the in person part of the progress evening please make sure an appointment has been made otherwise there may be a delay in you seeing a particular teacher as other parents/carers will have pre-booked an appointment as time is limited. Each appointment both **in person and via video call** will be 6 minutes in length in order to allow our teachers to see as many parents/carers as possible and answer questions.

The **video call** appointments can be attended via a website, on a desktop or mobile device and no software is required to be downloaded. There will be a timer on the screen that will indicate how long is left in the meeting, the call will end once it reaches zero and then your next appointment will load up. When you make your appointment there is an option to leave a note or question for the teacher.



Milford Haven School
Ysgol Gyfun Aberdaugleddau



TOGETHER ASPIRE, TOGETHER ACHIEVE

Gyda'n gilydd, ymdrechwn... Gyda'n gilydd, cyflawnwn...

Headteacher / Prifathro: Ms C-A Morris

In order to make appointments and take part in the parents evening, you will need to go to the following website:
<https://milfordhaven.schoolcloud.co.uk/>

To log in, you will need to **fill in the code provided in your email** and your child's date of birth, then click the '**Log in**' button.

The email that you enter must match what is held on SIMS in school (the address you received this email at) or you will be unable to log in. If this happens, you should contact progressevening@milfordhavenschool.co.uk in order to check your details.

We have included a short parents' guide in this letter to help you with booking appointments, if required, along with safeguarding protocols and troubleshooting tips. Please note the screenshots used are generic ones used as examples. There is also a step-by-step guide and video available to view here: [link to step by step guide and video](#).

Booking will be on a first come, first served basis and will be open from 12pm on the 26th October until 12pm on Thursday 10th November. With this in mind, we ask that you prioritise which teachers you wish to see by unticking any teachers you do not wish to see before making appointments.

Yours sincerely,

Ms Ceri Ann Morris
Headteacher

Mr Jon Letten
Assistant Headteacher Data & Standards

Mr Sean Thomas
Strategic leader KS4



Year 11 Progress Evening online protocols:

Please familiarise yourself with the following to ensure everyone's well being.

- Conversations should take place in appropriate rooms, e.g. kitchen, lounge, study, and not in a bedroom.
- All participants should be appropriately attired as they would be for a real life face-to-face meeting.
- No conversations should be recorded.
- If you are using a device with, e.g. FaceTime or WhatsApp, to enable both parents from different households to attend simultaneously please flag this up to the teacher as a matter of courtesy at the start of the conversation.
- Both teachers and parents have the choice of using audio or video.
- As in real life, your son/daughter is welcome to attend alongside you.
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time.
- The first 30 seconds of each conversation allows for a short break for the teacher who will initiate the conversation at some point when they are ready during this time.
- Positive, constructive relationships between staff and parents are a priority at our school 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.

Tips for troubleshooting

- School Cloud has been trialed extensively within school and therefore we anticipate things to run smoothly from the school site.
- 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 as below.
- The same parent who made the appointments **MUST** be the one to log in as the appointments are linked to his/her details only and **NOT** to the other parent.
- Check the names match exactly what we have on the system.
- Check the email address - in some instances the system shows that parents are sharing the same email address which you may have forgotten.
- 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) into 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 **backup device ready for you to log on and use**.
- This is our first event of this kind. We will respond to any technical difficulties as far as possible but please be forgiving in case of a technical hitch. We are doing our best to make contact at this difficult time. If you miss a conversation with the teacher we may be able to arrange for follow-up calls to take place, if you wish. Please contact us via progressevening@milfordhavenschool.co.uk We cannot do any more on the night so please be forgiving in case of a technical hitch.

Parents' Guide for Booking Appointments

Browse to <https://milfordhaven.schoolcloud.co.uk/>

Parent Login Code: 0111 1345
Student Date Of Birth: 20 July 2000
Email: rab004@gmail.com
Confirm Email: rab004@gmail.com
Log In

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.

Enter your unique login code shared by the school.

Parents' Evening
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.
Click a date to continue:
Thursday, 16th March
Open for bookings
Friday, 17th March
Open for bookings
I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.
 Automatic
Automatically book the best possible times based on your availability
 Manual
Choose the time you would like to see each teacher
Next

Step 3: Select Booking Mode

Choose *Automatic* 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 *Manual*. Then press *Next*.

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



Choose Teachers

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

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

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.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R McNamara	Andrew	French L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

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).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

View 11 Bookings

Thursday, 10th April

This page lists all your bookings for this week. Please enter the school on the main website and follow the signs for the library when this message is being shown. Bookings available in the main school calendar.

Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	English E6
16:10	Mr J Brown	Ben	English E6
16:15	Mr J Brown	Andrew	English E6
16:20	Mr J Brown	Ben	English E6
16:25	Miss B Patel	Andrew	Mathematics M2
16:30	Miss B Patel	Andrew	Science S1

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.