



During the current situation our Parents' Evenings will be conducted online. We use e-praise for booking Parents' Evenings in normal times, and will continue to do so for the virtual evenings—but now they will also run through e-praise.

To book appointments you will need to login to e-praise (either the App or the website), go to Community, then Parents Evening and then select the relevant event. You can then book your appointments.

You do not need specialist software to participate in the consultations, but you will need to have a microphone and camera installed if you are using a computer or laptop, or be able to use those tools on your smartphone if you are attending the evening through the e-praise App. We do recommend you use a computer or laptop but **if you are using your phone please make sure you have download the very latest version of the e-praise App.**

HOW THE EVENING WILL WORK

On the Parents' Evening page of e-praise, where you booked your appointments, a "room" will appear next to all your teacher appointments. This will appear as a weblink. Around your scheduled time you should click on the appropriate link, and that will take you to the waiting room. The teacher will be alerted to parents held in that queue and will admit them as soon as they are able. Please ensure you keep to time for the consultations to help the evening go smoothly.

Students are extremely welcome to join their parents and carers for the meeting but we will not be having any appointments for students on their own.

Please be aware that the purpose of the Parents' Evening is to discuss your child's progress and achievements in their different subjects. Pastoral issues can be raised during the Pastoral Review Day consultation or through individual communication with your child's tutor or House team.

Please be mindful of potential safeguarding and privacy issues around virtual meetings. Try and conduct them from a quiet and undisturbed place and ensure that everyone who could be in view is aware that the meeting is happening and that their actions and presence may be seen.

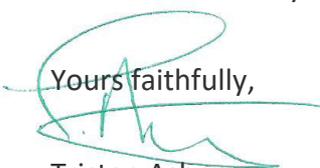
FURTHER DETAILS

As ever, if you are not able to see all the teachers you wish to, please email them after the evening so they are able to update you on your child's progress in their subject. E-praise have produced a parent guide to virtual Parents Evening which can be viewed here: <https://bit.ly/hwspe>.

Please see the other side of this sheet for further set up details.

If you have any issues of concerns around the evening, either now or after it has happened, please contact me directly.

Yours faithfully,



Tristan Ashman

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