

8th December 2020

Dear Parent\Carer

Pastoral Review Day for Years 7,8,9, 10 and Post 16 – Wednesday 9th December 2020

Following our recent emails, I am now copying the information here, to share through a text link, in case earlier communications went astray.

Pastoral Review Day is when parents/carers and students have a ten minute discussion with their child's form tutor to review how things are going and make plans for the future. This will be a holistic discussion about school life in general. Discussions about individual subjects will need to happen at another time with the students' individual subject teacher. Please make sure you are only booking an appointment with your child's tutor.

You will need to login to epraise to book the appointment. If you do not have access to your epraise account, you should know that it has a clever system to reset passwords or set up new accounts. If your email is the one on the school system e-praise will know who you are.

Go to <https://www.epraise.co.uk/index.php?school=highgatewood&login=parents> and put your email address in the top box, leave the box below empty and press Login. It will then send you an account activation email or a password reset one (depending on whether you have logged in before). If it doesn't recognise your email please let me know as we will need to update our system. You may also book the appointment through your child's epraise login.

Once logged in you should go to Community and then Parents' Evenings and finally Virtual Pastoral Review Day. Here you will be able to make your appointment by finding your child's tutor from the dropdown list under Reading/Tutorial. Their names will be the ones that are not greyed out. Please only book an appointment with your child's tutor, no other subject teachers.

For the meeting you should log back into epraise where you will find a link on that page – which will take you to the Microsoft Teams meeting where the Virtual Pastoral Review Day sessions will happen. It will be possible to join the location from multiple locations and different machines. Whoever follows the link will get to the form tutors "waiting room" and they will be able to admit you all – if they are aware that you all need to be in the same meeting.

Highgate Wood School Student Council supports individual action to address the issues of Climate Change and promotes the United Nations top 10 recommendations.



5-minute
showers



Drive
less



Lights
off



Local
produce



Recycle



Meat-free
meals



Zero-waste
fashion



Unplug



Refill and
reuse



Bring your
own bag

HOW THE MEETING WILL WORK

On the Virtual Pastoral Review Day page of e-praise, where you booked your appointments, a “room” will appear next to the appointment with your child’s tutor. This will appear as a weblink. Around your scheduled time you should click on the 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 day go smoothly.

We hope that students will be joining their parents\carers for the meeting with their tutor. It is important that they are there to discuss how things are going and agree plans for the future. It is perfectly possible for students and parents\carers to join from different locations or different devices. They just need to follow the same link. The first one who joins the meeting will need to alert the tutor that there are others who also need to join.

Please be aware that the purpose of the Pastoral Review Day is to take a holistic view of your child in school and form plans and strategies to help ensure they achieve their very best and continue to thrive and succeed. If you have an issue regarding a particular subject, then you should arrange to contact that teacher at a different time.

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

E-praise have produced a parent guide to virtual Parents Evening which can be viewed here: <https://bit.ly/hwspe>.

Below please find a walk through of how the system will work on your computer.

With thanks for your continued support

Regards

Tristan Ashman

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Virtual Pastoral Review Day

with e-praise and Teams

HIGHGATE WOOD
SCHOOL

Parents and carers should book their appointments in E-praise in the usual way. This can be done in the App or on the website. **(Please make sure you are using the latest version of the App.)** On the evening you will see that the “room” has been filled in with a web address. Click on this when it is your appointment time.

Appointment booked

Virtual Pastoral Review Day - A Student

Wednesday 9th December 2020

Print schedule Book appointment

Time	Length	Teacher	Class	Parent	Room	Actions
08:10	10 minutes	A Teacher	/A/Rg (Tutorial/Reading)	A Parent	https://teams.microsoft.com/join/19%3ameeting_3f1WQzVQYwhpxt2mR4Z300NgxLTV4MTYt...	

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The link will take you to a page in your web browser that allows you to either continue on the browser, download the Windows app or Open your Teams app (if you already have it installed).

If you already use Microsoft Teams you can carry on with your account - but most parents and carers will want to simply **Continue on this browser**.

How do you want to join your Teams meeting?

- Download the Windows app
Use the desktop app for the best experience.
- Continue on this browser
No download or installation required.
- Open your Teams app
Already have it? Go right to your meeting.

To take part in the meeting you will need a camera and microphone connected. You will also need to allow Microsoft Teams to open these. Once you give permission it will take a few seconds for you to appear on screen.

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

teams.microsoft.com wants to
Use your microphone
Use your camera
Allow Block

Choose your audio and video settings for
Meeting now

Mr Ashman Join now

Custom Setup

You will now be asked to give your name and then click to join the meeting.

Please give a name that will help the tutor know who you are. It is possible for parents\carers to connect on the link from different locations - but if that is the case please let the first person entering the room let the teacher know who else to admit.

When you join you will be taken to a waiting room where you will remain until the tutor is able to admit you to the meeting to discuss, with your child, their plans for the future.