

20th March 2021

Dear Parents and Carers,

Year 12 Parent Consultation Evening Tuesday 30th March

Year 12 Parents' Consultation Evening will take place from 3.30 - 6.30pm on Tuesday 30th March 2021. It will be conducted on-line and booked as usual through [e-praise](#). The e-praise system will present parents with links allowing them to attend the appointment with their child's teacher as a video call (do not expect the links to be in place when you book, but they will be there on the evening). I attach here an overview of how the system works.

Please be aware that appointment booking has been scheduled to open from the evening of Tuesday 23rd March. I am alerting you now so you are aware of the system we plan to use and are able to check your access to e-praise. You will also receive a reminder later in the week

You are able to log on to e-praise on a computer or through the app (make sure you have downloaded the latest version) with your own details, or those of your child. From Wednesday 24th March, if you go to Community, then Parents Evening and click on the Year 13 Virtual Parents' Evening box, booking appointments should be straightforward. Before then it would be helpful if you could try to access e-praise, to check you can get on. If you have forgotten your password please just visit the site [here](#). type in your email address in the top box and leave the bottom password box empty. Press "Login". If your email address is on our school system, e-praise will understand you don't have your password and send one to you. If you still have difficulties accessing the system please email me at tas@hws.haringey.sch.uk.

Appointments will be available for all your child's subject teachers. You should not book appointments with your child's form tutor – unless in their role as a subject teacher – or other members of the sixth form staff as the evening is designed exclusively for parents and carers to discuss their child's progress in their different subjects.

As usual appointments will be on a first come first served basis. Should a teacher become fully booked parents/carers will need to request feedback via telephone or email. This can be done by contacting the teachers directly or by request to the sixth form team.

We have already run virtual Parents Evenings for other year groups and it has worked well. However, I do request that you bear with us should there be any technical glitches or other issues.

With thanks in advance for your support. Do let me know if you need anything further.

Yours sincerely,



Tristan Ashman
tas@hws.haringey.sch.uk

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





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 outside the Parents' Evening through individual communication with your child's tutor or the Sixth Form 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

tas@hws.haringey.sch.uk

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 Rooms have been filled in with web addresses. These are the links you will need to follow to attend each of your appointments.

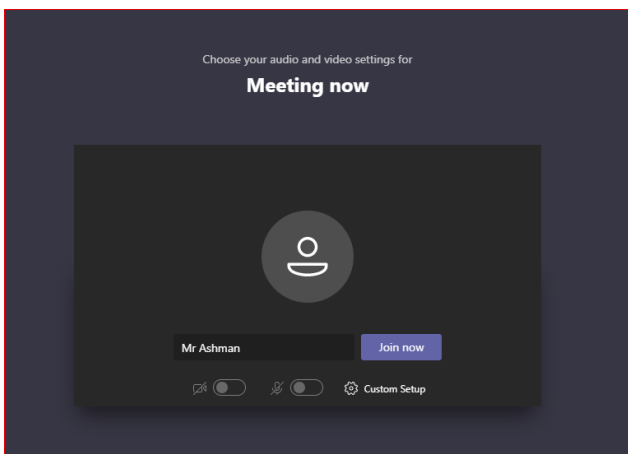
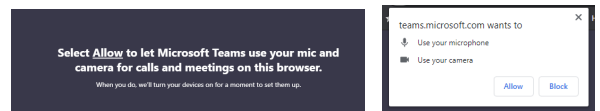
Time	Length	Teacher	Class	Parent	Room	Actions
17:12	3 minutes	Ms C Shepherd	Ar (Art)	Mr Parent Carer	https://teams.microsoft.com/join/19%3ameeting_ZDZ1ZtMjUwY4N00MwJlWl0N2QhOQ2NDY3Nc...	
17:30	3 minutes	Ms C Wildman	En (English)	Mr Parent Carer	https://teams.microsoft.com/join/19%3ameeting_NzUwYmRyZjMzY2h0OC00MwJlWl0N2QhOQ2NDY3Nc...	
17:42	3 minutes	Ms A Cline	Fr (French)	Mr Parent Carer	https://teams.microsoft.com/meetingOptions/?organizerid=67b2ff44-80df-4726-940c-f60452f89cc6&tenantid=c4b...	

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.

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

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.



You will now be asked to give your name and then click to join the meeting. Please give a name that will help the teacher know who you are. It is possible for parents\carers to connect on the link from different locations - but it 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 teacher is able to admit you to the meeting to discuss your child.