



ST WILFRID'S CHURCH OF ENGLAND ACADEMY

Principal: Miss C Huddleston BA PGCE MBA

Address: St Wilfrid's C of E Academy, Duckworth Street, Blackburn, Lancashire, BB2 2JR
Tel: 01254 604000 Email: enquiries@saintwilfrids.co.uk Web: www.saintwilfrids.co.uk

Year 12 & 13 Virtual Parents' Evening - Thursday 28th January 2021

Dear Parent/Carer,

On Thursday, 28th January 2021 from 4.30pm – 7pm, we will be holding our Year 12 & 13 Parents' Evening as a **virtual event**. Appointments for this year's evening will need to be made via our new parent booking platform **Parents Bookings** which will go live tomorrow (19th January). Your appointments on the evening will take place via a one-to-one video meeting with your son or daughter's teachers, rather than in-person at the Academy. The deadline for completing any bookings is 12.20pm Wednesday 27th of January.

This is an extremely important event and one we expect to have high demand, as such we would encourage you to make your appointments via the platform as **soon as possible**. Appointments will be **5 minutes long** and you should think about any questions prior to the appointment to make sure you are able to get any answers you need. Until the outcomes of the two OFQUAL consultations on the summer exam series are released, we recognise that there are many questions that remain unanswered. During the Parents' Evening we are asking staff to focus on the ways in which students can demonstrate their ability and commitment to their studies. In light of this, staff will not be giving predicted grades, rather they will be sharing the strengths and areas for improvement that they have identified for your son or daughter in their subject.

We are hoping to have the opportunity to complete the second set of PPEs. These are currently due to take place for Year 13 in early March; however, we may need to move these depending up on restrictions that may remain in place at this time. A PPE timetable will be shared soon so that students are aware of the planned dates. In the event that the PPEs cannot take place due to the current pandemic, we will share with you our alternative plans as soon as we are able to. As we await further details about the summer arrangements, the most important thing your son or daughter can do at this stage is to fully engage with the tasks set and complete them to the best of their ability, as staff continue to expand the portfolio of evidence they hold for each student.

Although you will be keen to speak to all of your child's teachers, it may not be possible to meet with all of them on this evening, as some teachers are responsible for more than one Year 12 or 13 class. If you are unable to schedule an appointment with one of your son or daughter's teachers but would like an update on their progress, then please email a request to AWatson@saintwilfrids.com.

In preparation for accessing the virtual appointment system you will need to make sure that you can access your parental firefly account. If you have any difficulty with this then let us know as soon as possible using the email address above.

Which devices and browsers will be compatible with the booking platform?

You must use one of the devices named below and internet browser combinations for the video meeting technology to work:

- Apple iPhone/iPad (iOS 11+): Safari
- Android phone/tablet: Chrome or Firefox
- Linux computer: Chrome or Firefox
- Microsoft Surface: Chrome or Firefox
- Mac computer: Safari, Chrome or Firefox
- Windows computer: Chrome, Firefox or Edge (Chromium)

*Lord direct us to **live** life to the full*



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What do you need to do prior to the evening?

- Once you have read this letter carefully please login into your Firefly account.
- From here you can access the parent appointment booking platform by clicking on the '**Parent Booking**' button at the top of the Firefly main parent dashboard. *You may then need to click on the button to 'authorize the app' to allow you to access Parents Bookings.*
- Please use the instructions on page 3 of this letter to select and confirm your appointments
- After you have made your appointments you can choose to either **print** or **e-mail** the confirmation which contains your full schedule for the evening.

How to access your appointments on the evening?

On the day of your appointments please log into Firefly and click on the Parent Booking tab **15 minutes before your first appointment is due to start** so that you are ready to join the video meeting room, where you can wait for your appointment(s).

About the appointment

- Staff have been allocated **5-minute appointments** (this is the same allocated time within a face-to-face Parents Evening) Once your appointment begins the timer will start. **The meeting is automated and as such staff cannot continue the conversation or extend the appointment beyond the 5-minute time.** After the time has expired, the video session will automatically cease and move on to your next appointment.
- Please ensure you are dressed appropriately and in a quiet place, free from background noise.
- Please ensure your device is fully charged or powered from a wall socket, being mindful of trip hazards when extension cords are used and being sure not to overload any single socket with multiple devices.
- Parents/carers and students must not take any video or audio recordings or pictures of the screen during the video meeting. Any unauthorised distribution of images or recordings could be a criminal offence under the Data Protection Act and could be subject to disciplinary measures by the Academy.

Following the evening

If you were not able to book a video appointment with a certain subject or member of staff or if following your video call you would like to discuss a matter further, please email this request to AWatson@saintwilfrids.com. Your query will be sent on to the appropriate member of staff, who will endeavour to respond in due course.

Troubleshooting and technical tips

This is our first Year 12 & 13 virtual parents' evening event, and as such we do ask for your patience if you are unable to log in or if the booking system does not initially work as intended. If you do have any technical issues or questions, please do not hesitate to contact the Academy either via parentsevenings@saintwilfrids.com or phone 01254 604000 prior to the evening.

Yours sincerely,

Mrs H Cass

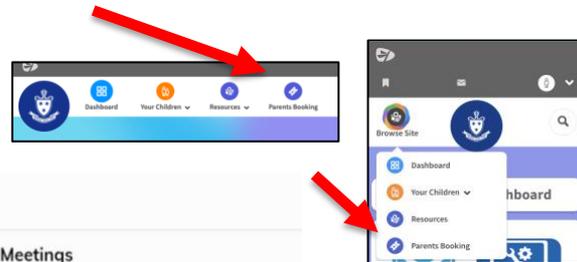
Assistant Principal – Head of Sixth Form

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How do I make my bookings? Step by step guide

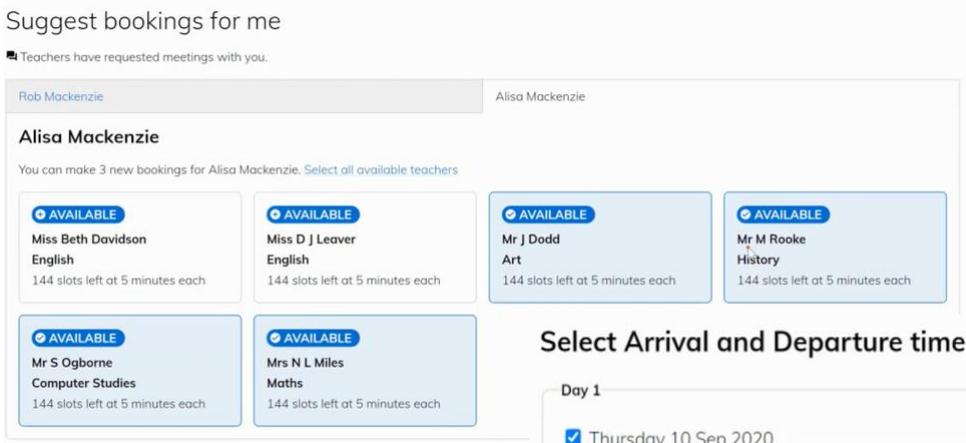
Step 1: Log into [Firefly](#) and click on the Parents Booking tab. It may look a little different on a smartphone, where you should click on 'Browse Site' first.



Step 2: Select the Year 8 Parents' Evening. If you have more than one child at the Academy you may need to click the button below to view the evening...

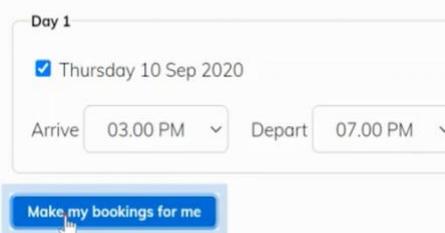


Step 3: You will now arrive at the suggested bookings screen. Please choose the teachers you wish make an appointment with.

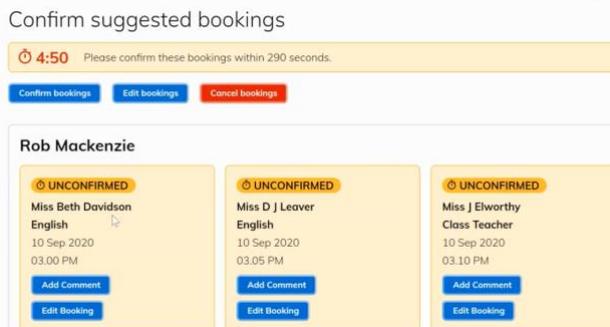


Step 4: Indicate the time you wish your appointments to start and end. Then click [Make my bookings for me](#).

Select Arrival and Departure times for the Dates you wish to attend



Step 5: Check you are happy with your bookings and then click on the [Confirm bookings](#) button.





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Step 6: Your bookings will now turn **green** to show they are booked and confirmed. From this screen, you can also either **Print** or **Email** your appointment schedule for your records.

Print Email Cancel All Bookings Add bookings to calendar Send Feedback

Rob Mackenzie

Teacher	Subject	Date	Time	Actions
Miss D J Leaver	English	10 Sep 2020	03.05 PM	Add Comment, Cancel Booking
Miss J Elworthy	Class Teacher	10 Sep 2020	03.10 PM	Add Comment, Cancel Booking
Miss K E James	Physical Education	10 Sep 2020	03.15 PM	Add Comment, Cancel Booking

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