

## Infants School Parents Evening – Video call

Tuesday 23<sup>rd</sup> March 4pm – 6:30pm

Wednesday 24<sup>th</sup> March 4pm -6:30pm

This year we will be hosting parents evening via video call. The call will be between parents/ carers and teachers. Each appointment lasts 8 minutes.

Please follow the instructions below on how to book an appointment, and then how to access the video call on your booked day and time.

The booking system will open at 4pm on Monday 1<sup>st</sup> March.

To book your parents evening time, go to <https://Cunninghamhillinfants.schoolcloud.co.uk/>

On the day of your parents evening, go to <https://Cunninghamhillinfants.schoolcloud.co.uk/> to login and start the video call.

*We recommend testing your camera and microphone before your appointment. You can do this any time before the session starts.*

### **Video Appointments: How to attend appointments over video call**

The link below explains how to log-in to book, and later attend video appointments.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

#### **In order to make video calls you need to have as a minimum:**

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser (PLEASE NOTE EXPLORER MAY NOT WORK):

**iPhone/iPad:** Safari **Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.**

**Android:** Chrome or Firefox

**Windows:** Chrome, Firefox or Microsoft Edge

**Mac:** Safari, Chrome or Firefox

**Linux:** Chrome or Firefox

### **We also recommend:**

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

### **Log in and go to the Parent's Evening**

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening <https://Cunninghamhillinfants.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received.

Press the *Join Video Appointments* button.

*Note that if you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled times.*

### **Inviting another parent/guardian to join your appointments**

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

Once you have made your booking (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.