



Trinity Catholic High School

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA

Wednesday 30th June 2021

Dear Parents of Year 12,

On Thursday 15th July, the school is undertaking an important subject consultation day for the students in Year 10 and Year 12 and their parents. Individual parent/student meetings will be scheduled throughout the day involving all subject teachers to allow for in-depth feedback on students' progress in their GCSE and A-Level studies. These meetings follow on from end of year examinations, which were conducted under full examination conditions, in order to provide a realistic assessment of students' current performance and therefore vital information to inform teaching, targeted academic and pastoral support in the new academic year.

To facilitate meetings with parents and students, all students in Year 12 will be taught remotely for this day. **This means that all Year 12 students will study from home on Thursday 15th July.** All Year 12 students will take part in the following:

Parent/Student Meetings (9:00am-5:30pm)

We would like to invite you to attend our virtual Year 12 Subject Day on Thursday 15th July between 9:00am and 5.30pm. Please be aware that the Year 10 Subject Day will be running parallel to this. The school's intention is to give parents of both Year 10 and Year 12 students maximum flexibility in arranging their appointments around other commitments.

All appointments will be carried out by video call and the school has introduced a new and easy to use online appointment booking system which allows you to choose your appointment times with teachers. You will then receive an email confirming your appointments. If your child has more than one teacher for a particular subject then please only book an appointment with one of these teachers. If needed, students can be directed by the teachers as to who the appointment should be with.

The appointment booking system will open at 9.00am on Friday 2nd July and will close at 3.00pm Monday 12th July. We strongly recommend that you book appointments as early as possible to ensure you get the times which suit you best.

Main School Office

Upper Site: Mornington Road, Woodford Green, Essex, IG8 0TP Telephone: 020 8504-3419

Lower Site: Sydney Road, Woodford Green, Essex, IG8 0TB Telephone: 020 8504-8946

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Please visit <https://trinitychs.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included as 'Appendix 1' to this letter.

Log in with the following information:

Title

Initial of first name / or first name in full

Surname

Email

Child's first name

Child's last name

Date of birth

On the day, please follow the guidance in 'Appendix 2' in order to join the video calls. In the event of any technical glitches we would ask that you bear with us while we resolve these. Rest assured that we will make alternative arrangements should these be required.

As the focus of the meetings will be curriculum, any parent that has a pastoral concern regarding their child should make an appointment with Mrs Leslie, Head of Year 12, either earlier that day or on another day. Mrs Leslie can be emailed on cleslie@tchs.uk.net.

Through this letter we are also providing a link to an online evaluation form below through which we would ask you to please give feedback following the subject day.

[Parent/Guardian Feedback Form](#)

Careers (9:05-3:35)

All Year 12 students have already been given access to the Virtual Work Experience Platform (VWES), an online careers platform that the school has invested in this year which gives students the opportunity to complete an assessed and certified online work experience. During the course of the day, when Year 12 students are not attending parent/teacher meetings, they should complete a second virtual work

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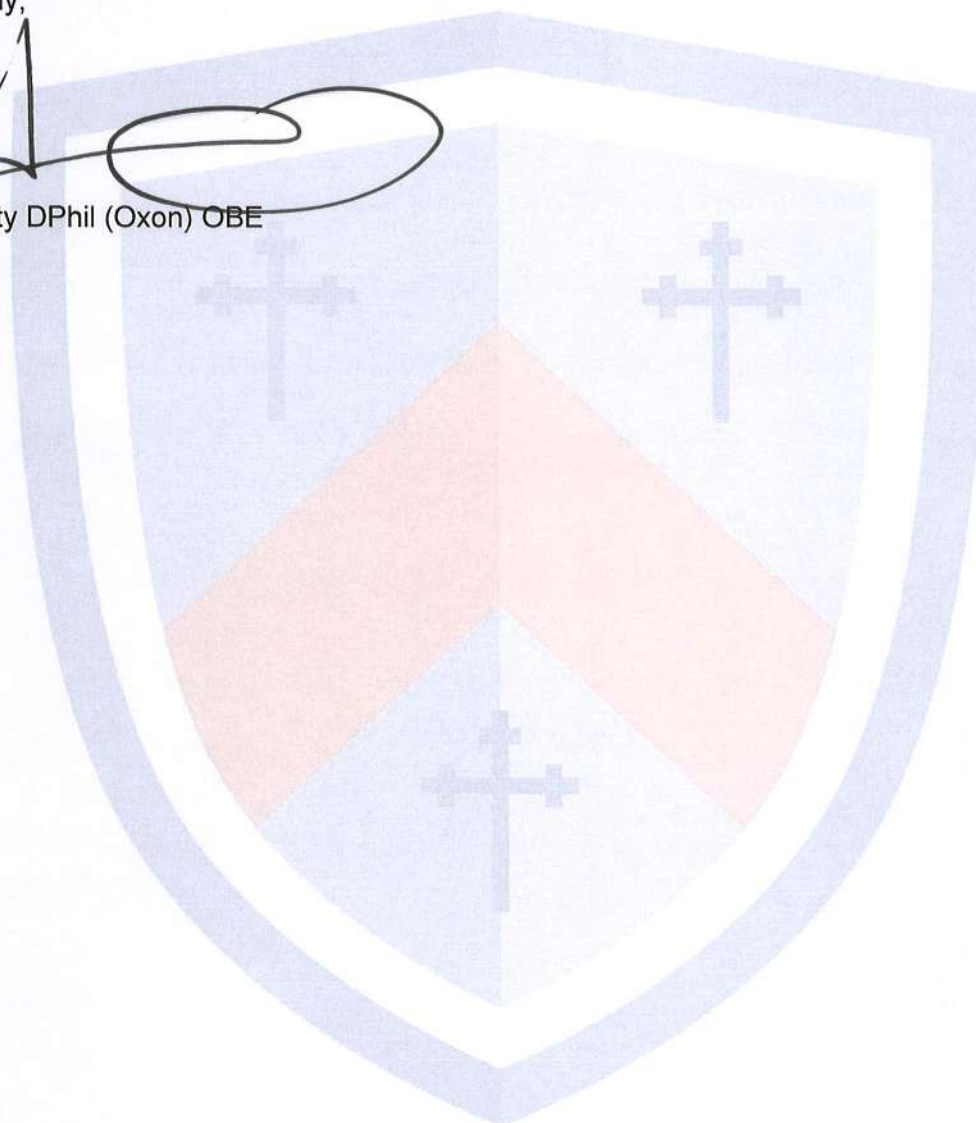
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experience. Students who cannot access their VWES account should contact Mrs Jones, Careers Leader, prior to Thursday 15th July on kjones@tchs.uk.net.

May I take this opportunity to thank you in advance for your support regarding all of the above.

Yours sincerely,

Dr P C Doherty DPhil (Oxon) OBE
Headmaster



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Appendix 1

Parents' Guide for Booking Appointments

Browse to <https://trinitychs.schoolcloud.co.uk/>

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

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Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

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Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

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Appendix 2

Year 12 Online Parents Day guide for joining video call appointments (scheduled with class teachers).

Parents/guardians can visit the following support site, which contains step by step instructions on

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

If you have any queries regarding a technical nature please contact the IT department, by calling 020 8504 3419, Ext 162, or alternatively email: itdepartment@tchs.uk.net.

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

- a device with a microphone and speaker
- a compatible up-to-date web browser:

iPhone/iPad: Safari

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))

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.

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