

St Crispin's School

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SHA/SH

1st February, 2021

Dear Parent/Carer,

As Year 9 Parents' Evening on 4th February approaches, in order to maximise the time you will have with your son/daughter's teachers we thought it would be valuable to share some important information.

Some key information for year 9 has been outlined by me in the following video:

[Please click here to watch the video.](#)

Included in the video and in this letter are:

- **Accessing Microsoft TEAMS training**
- **Future reports**
- **Parents evening troubleshooting**

Microsoft TEAMS 'How To' videos

I am sure that you and your son/daughter are well versed in the use of Microsoft TEAMS at this point. However, should you be unsure of anything I have recorded a series of videos which go through the main features we use at St. Crispin's School.

How to access Teams - <https://youtu.be/Z8GxhPimVlc>

How to complete assignments (crucial for personal study) – <https://youtu.be/x6PrKnpgU44>

How to view feedback - <https://youtu.be/Qs4NaBL5H5A>

How to join meetings or 'Spotlight' lessons – https://youtu.be/T-85su_JZ5Q

How to split your screen - <https://youtu.be/JHcPpGi7Zl4>

Tracking Reports

You will receive two more reports this academic year, one in March and one in July. The appointments for this upcoming parents' evening will be based on the December tracking report as well as Options choices.

Parents' Evening Troubleshooting

<https://stcrispins.schoolcloud.co.uk/> - the all-important website.

In order to maximise the experience of the virtual parents' evening, the school has run a series of test events. One issue that can arise is a lack of microphone access. Please read the following guides to ensuring your device is compatible and prepared for the parents' evening and use the tests for the microphone, speakers and webcam if you are unsure of their reliability.

[Guide on accessing video appointments](#)

[Guide on ensuring microphone and camera access](#)

[Test for Microphone](#)

[Test for Speaker](#)

[Test for Camera](#)

For a successful parents' evening you will need:

1. A strong internet connection
2. To be logged in with plenty of time for the first appointment
3. To check you are using a compatible internet browser
4. To check for microphone access – headsets are recommended
5. **Remember, when the timer has finished the software will automatically end the call and the teacher will be in their next appointment – we are not being rude!**

As a school we are incredibly proud of the positive attitude that year 9 have displayed this year and I am tremendously impressed at the work ethic and resilience of our students during this ever-changing and difficult time.

We look forward to seeing you, albeit virtually, on 4th February.

Yours faithfully,

Sean Hatton
Head of Year 9

