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Head Teacher: Mr K John



learners who aspire for themselves and inspire others

R:\Meet The Tutor 2023

AUDIENCE: **Year 7 Parent/Carer**

5th October 2023

Dear Parents/Carers,

Meet the Tutor Virtual Parental Consultation Event, Tuesday 17th October 2023

As you will know from the calendar, on Tuesday 17th October we are holding our Year 7 'Tutor Check-in' event where you will get to meet your child's form tutor. This will be a virtual event using our EdulinkOne system. The aim of the session is to enable the tutor to introduce themselves and for you to discuss how your child has adapted to secondary school life since arriving at Calthorpe Park.

You will be receiving a 'Settling in Check' via EdulinkOne during the week beginning 9th October and this will form the basis of your discussion. However, there may also be additional aspects that you may wish to discuss. Whilst the tutor will endeavour to answer any additional questions that you may have, please be aware that appointment times are limited to 10 minutes. This affords them the time to be able to speak with all of their Year 7 tutees and we thank you in advance for your support in keeping to this timing.

In order to book appointments you will need to login into **your parental EdulinkOne account**. You will already have received your login details and, hopefully, have been accessing it to monitor your child's home learning tasks and other details. The system is easy to use and you can access it from **5.00pm on Friday 6th October** where you will be able to see a **Parent Event button**. Click on this button to book an appointment with your child's tutor.

Accessing Your Virtual Consultations

1. Log into EdulinkOne using your parental login - do not use your child's account. If you cannot access EdulinkOne, please contact Mrs J Hale and she will be able to assist you but please make contact at the earliest available opportunity (j.hale@cps.hants.sch.uk)
2. Click on the 'Parents Evening' button displayed on the homepage (you may need to click 'More' first)
3. This will then take you to your booking summary page
4. Click on the information paragraph, then click on the 'start appointments' button
5. You will then be waiting for the appointment to start and a clock will be displayed running a countdown until your appointment time
6. Please note icons including microphone and camera controls are displayed at the bottom of the screen. During the appointment, a clock will be displayed showing how long is remaining.

Trouble Shooting



We will be unable to solve all technical difficulties during the consultation events but if you experience a problem, please notify Mrs Hale by email and we will endeavour to ensure that you are able to speak to your child's tutor at another time.

1. Reboot your PC before logging on to EdulinkOne or ensure that it has been rebooted recently. Make sure there are no Windows Updates downloading or waiting for installation
2. Log in and start appointments 5-10 minutes early, this will identify most of the issues you might get on the device you are using.
3. Where possible use Chrome Browser. Internet Explorer is no longer supported
4. If on a Mobile device do not connect to the Parent Evening using a Mobile Data plan, try to use a Wi-Fi connection and make sure you have good connectivity.
5. If no video or voice, make sure you have given access for the browser to access microphone and camera. You can also try refreshing the screen (Ctrl-F5) if you lose video or voice during a meeting.

Please be advised that your call will automatically be terminated at the end of the appointment. Staff have no control over this.

We look forward to meeting you on Tuesday 17th October.

Kind regards,

Mrs K Shackell
Director of Transition and Year 7 Induction