

To book ST MARY'S SCHOOL PARENT EVENING VIDEO APPOINTMENTS

1. Making an Online Booking for Parents' Evening

Go to the following website: <https://stmarysbridgwater.schoolcloud.co.uk/> - after midday on the date stipulated in the letter.

Enter the requested detail in the boxes provided. Please ensure these details match our school records.

When you are logged in click on the link for the evening of your choice and follow the instructions to book an appointment for your child/ren class teacher, siblings will be linked to enable all appointments to be booked.

An email confirmation should be received.

Video Appointments can be made using any of the following, please ensure they have a microphone and camera

iPhone/iPad: Safari -although there is a known problem with IOS14.2, so please upgrade any devices to IOS14.3 or use an alternative device.

Android: Chrome or Fire fox

Windows: Chrome, Firefox or Microsoft Edge

Mac: Safari, Chrome or Firefox

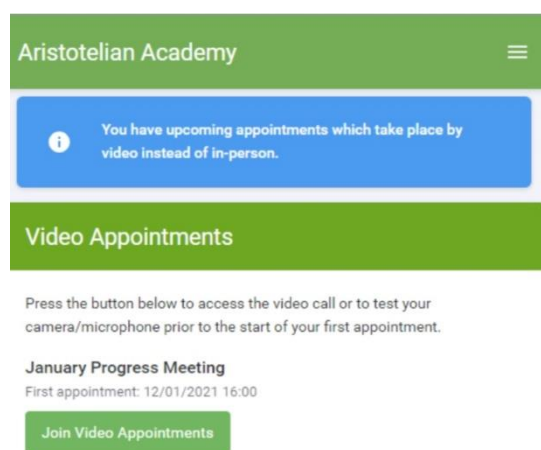
Linus: Chrome or Firefox

2. How to attend your appointment via video call

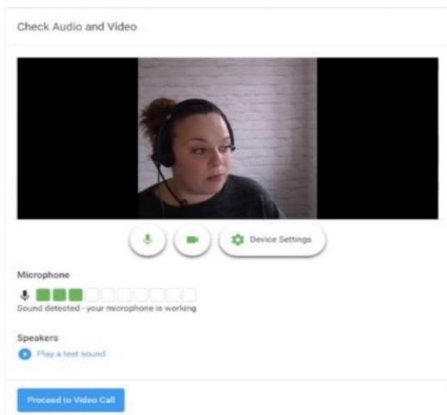
On the day of your appointment login to the Parents Evening website – see link above or click on the link at the bottom of your email confirmation you received at time of booking the appointment.

Once logged in you will see a notice that you have an upcoming video appointment/s and under the details of the event, along with a **Join Video Appointments** button.

Click on the button to join your appointment on the day.



When you click **Join Video Appointment** the **Check Audio and Video** screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case click **Yes**.



From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy click **Proceed to Video Call**.

3. The Video Call

On this screen you can see the following, when in a call:

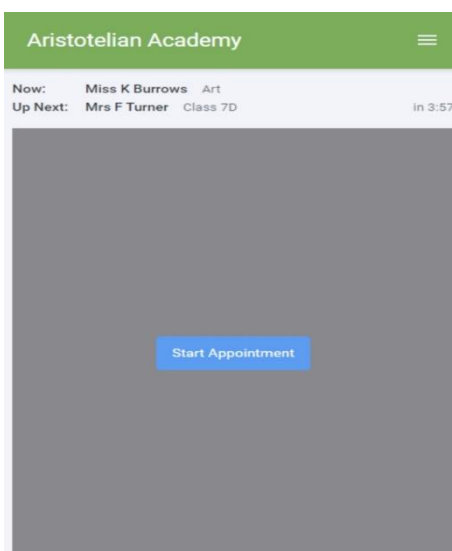
- Top left the teacher name for the appointment
- At the top right a countdown to the start of the appointment
- At the bottom the controls for the microphone and camera



- When the teacher is available there also shows a pick up button to start the call and a hang up button to leave the call

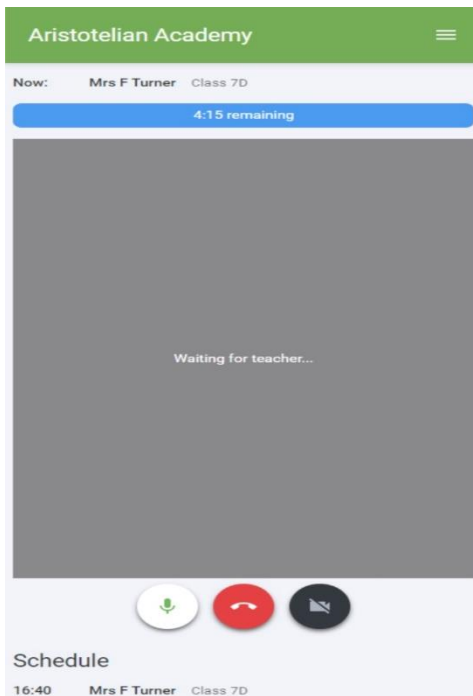


- In the middle, when your appointment is due to start, the **Start Appointment** will appear



4. Making a Call

Click **Start Appointment**. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off), if the teacher has not yet joined you will see a notice to that effect in the centre of the screen.



When the teacher joins a call you will see them in the main part of the screen, you can then start your meeting.

You will see the remaining time for the appointment counting down in the blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click **Start Appointment** on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note: if you or the teacher are late, or leave and rejoin the call, it does not reset the timer. The appointment will always end at the scheduled time.

5. Follow on Calls

If you have a follow on call for other children scheduled the screen will display a **Start Next Appointment** button, when you are ready to proceed, click on it.

Note: if you delay in starting a call it does not extend the duration of the appointment. The appointment will always end at the scheduled time.

Once you have completed your final appointment you will see a message advising you of this.

