



## *Barrowby Church of England Primary School*

18<sup>th</sup> October 2021

Dear Parents/Carers

### **SEND Review Meetings**

On Thursday 21<sup>st</sup> October we are holding our 'virtual' SEND Review Meetings. These are being hosted on our new platform SchoolCloud.

In readiness for this meeting, you will have received your child/ren's SEND Support Plan from last term, as well as their proposed new Support Plan for this term, so you can read it before discussing this with your child/ren's class teacher on Thursday.

If you have not already booked your appointments then please do so by clicking this link: <https://barrowbyce.schoolcloud.co.uk/>

### **How to attend your appointments via video call**

#### **1. Log in and go to the Evening**

On the day of the video appointments, login to Parents Evening by clicking this link: <https://barrowbyce.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment.

#### **2. The Video Call screen**

When you click Join Video Appointments the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.

On this screen you can see the following:

- At the top left the teacher name for the current and next appointment.
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hang up button).
- In the middle, when your appointment is due to start, the Start Appointment button.

#### **3. Making a call**

Click the Start Appointment button. 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 a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in the blue bar at the top of the screen.



All meetings will last for 8 minutes. Once your time meeting time has lapsed the screen will automatically cut-out, leaving 2 minutes preparation time for the teacher before the next meeting.

If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment (this is the same for the teacher if they lose their access).

If you have any problems with the system then please contact Mrs Holmes at the school office.

Your class teacher is very much looking forward to seeing you at the upcoming SEND Review Meeting, on Thursday 21<sup>st</sup> October.

Yours sincerely



Mr L Batey

Head teacher

