



Ambition, Altruism, Achievement

Incorporating: Codsall Community High School, Bilbrook CE Middle School & Perton Middle School
Executive Headteacher: Mr A Harding BA (Hons) NPQH



27th March 2023

Dear Parents

YEAR 9 PARENTS' EVENING

Following national industrial action and adverse weather conditions, the year 9 parents' evening originally planned for early in the spring term was pushed back. We will now hold the year 9 parents' evening on Thursday 20th April from 16:00-20:00. Appointments will be in various locations around our school site – entering via reception. Please be aware that appointment times need to be adhered to in order to ensure all appointments run smoothly.

You will be able to make appointments with your child's subject teachers who will discuss their progress on their GCSE and BTEC courses, strengths and what they need to do to improve. Should any families be unable to get an appointment with a particular subject teacher at a convenient time, please contact the teacher directly via Edulink or telephone school reception so that alternative provision can be made.

Guidance on how to book appointments through the *Edulink* app or web interface are attached overleaf for your reference. Your child's Head of Year, Mr Bainbridge, will be greeting students and parents in reception; he will be available throughout the night to discuss any pastoral concerns that parents may have.

Owing to prior commitments and following the unexpected change of date of this event, a small number of teachers are unable to attend the face-to-face event on the Thursday. If any of these teachers teach your child, you will notice an additional parents' evening event available to you on Wednesday 19th April where you will be able to book an appointment to be conducted via video conferencing through the Edulink app.

Yours faithfully,

Mr P. Reid
Assistant Headteacher

Mr M. Bainbridge
Head of Year 9

Codsall Community High School

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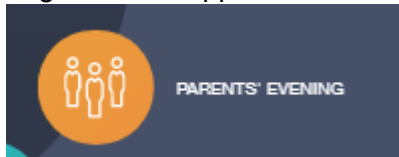


Booking settling-in evening appointments through the web-based app

If you have any problems booking your appointments, please email edulink@cc-hs.com

Before parents' evening

1. Log on to the app and select the Parents' Evening icon from the wheel:



2. Click on the Parents' Evening you wish to book appointments for

Name	Information	Date	Start time	End time
Year 10 Parents' Evening	Please enter school through Main Reception	<input type="text"/>		

3. You will then see a grid with your child's teachers across the top and the times that appointments can be made listed down the side

Slots:	Sports Studies BTEC Teacher: Learner: Location:	Business BTEC Teacher: Learner: Location:	English Teacher: Learner: Location:	History Teacher: Learner: Location:	Maths Teacher: Learner: Location:	Science Teacher: Learner: Location:	Des & Tech Full Teacher: Learner: Location:	Sports Studies BTEC Teacher: Learner: Location:
15:30								
15:34								
15:38								
15:42								
15:46								
15:50								
15:54								
15:58								
16:02								
16:06								
16:10								
16:14								
16:18								

4. You can then click where you would like to book appointments. If a time slot is unavailable, the time will be greyed out and be marked with a red cross. (if you book a time and then wish to change it, you can click on the word 'booked' to cancel your appointment and then make another)

15:30	BOOKED	×	×	×	×	
15:34	×	×	×	×	×	
15:38	×	BOOKED	×	×	×	
15:42	×	×	×	×	×	
15:46	×	×	BOOKED	×	×	
15:50	×	×		×	×	
15:54						
15:58						
16:02		×				
16:06				×		
16:10						

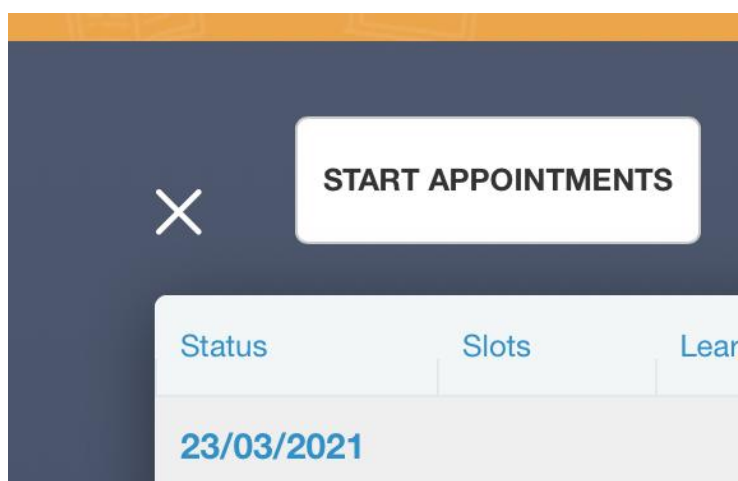
The instructions below relate only to parents who will have online/video-conferencing based appointments on Wednesday 19th April

On the night of Wednesday 19th April:

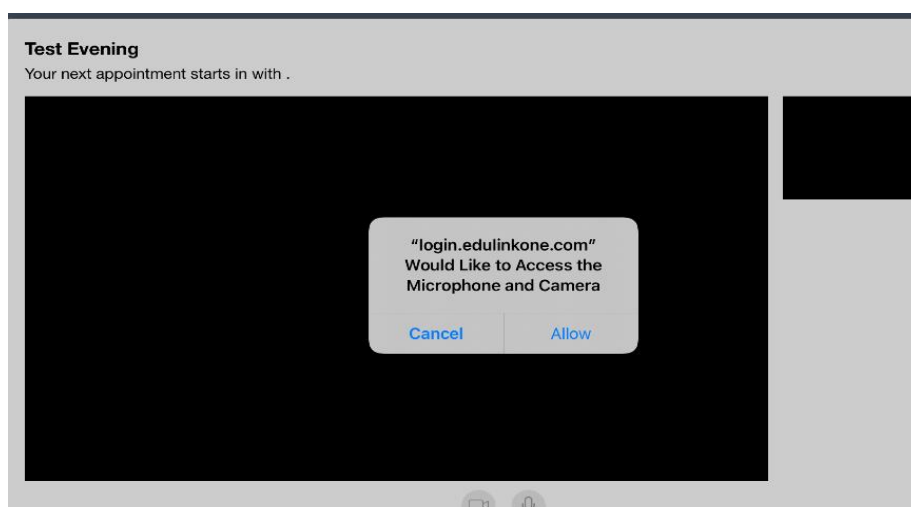
Please log into the parents' evening 5 minutes before your first appointment to give time to sort out any issues.

If you are joining us using a Samsung device please follow the instructions at the end of this section.

1. Open the Edulink app or browse to <https://codsall.edulinkone.com>
2. Login with your parental Edulink username and password.
3. Press the Parents' Evening icon
4. Press the "Start Appointments" button above your appointment list



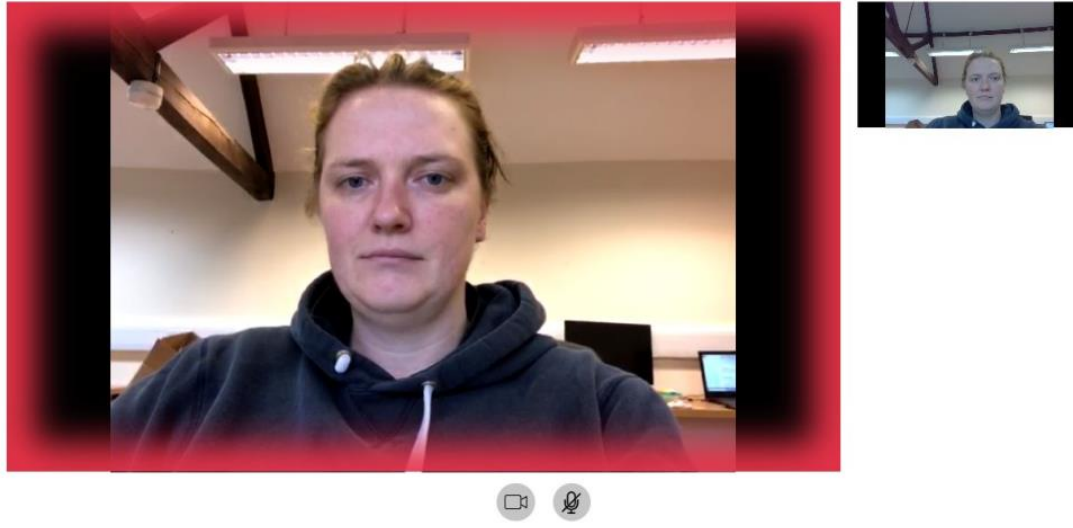
5. You will be redirected to the Virtual Parents' Evening Page where you will be asked to Allow access to your microphone and camera. You must allow access or you will not be able to take part in the evening.



6. You will be automatically cycled through your appointments without having to click another button.

7. Meetings are time-limited to ensure the evening runs smoothly. Teachers are not able to extend the time of each appointment, so the meeting will end automatically when the time limit is reached. There is a 1 minute break between each appointment for teachers and parents. The video border will turn red to warn of 30 seconds left, looking like this:

The appointment with Mr Jonass Aaron will finish in **11 seconds**.



Samsung devices

Because the default Samsung browser does not support video conferencing correctly it is necessary to join the Parents' Evening using Google Chrome.

1. On your phone open Google Chrome
2. Browse to <https://codsall.edulinkone.com>
3. Log in with your Edulink Credentials (if you don't know them you can email edulink@cc-hs.com and we can reset it for you)
4. Follow the instructions from step 3 on the previous page.