



Promoting excellence through diversity of opportunity

Incorporating: Codsall Community High School, Bilbrook CE Middle School & Perton Middle School  
Head teacher: Mr A Harding BA (Hons) N.P.Q.H



31 March 2021

Dear Parents

### **YEAR 13 PARENTS' EVENING: THURSDAY 29<sup>TH</sup> APRIL**

We will hold the Year 13 Parents' Evening on Thursday 29<sup>th</sup> April 2021 from 16:00-19:00; due to the ongoing Covid-19 restrictions, this will be conducted as an online event using video conferencing software. You will be able to make appointments with your child's individual subject teachers before the event. Attached to this letter are detailed instructions explaining how to book appointments and how to use the video conferencing software built into the EduLink app and EduLink website; the system is open to receive bookings now and we would encourage parents to do so at their earliest convenience.

Owing to the number of students each teacher teaches in year 13 and the anticipated high demand for appointments, we have restricted meetings to four minutes. In addition, there will be a one minute gap between each appointment to allow teachers and parents to prepare for their next meeting. At the point of booking, parents will be able to add questions or comments to the notes field if there are any specific concerns that need to be brought to the teacher's attention before the appointment.

Subject teachers will be able to discuss your child's strengths and weaknesses including their performance on the recent mock exams. Mock results will be issued to students after the Easter holidays and before the parents' evening takes place. Teachers will also discuss the action plan to address gaps in learning over the next few weeks. Teachers will not be able to discuss final grades to be awarded in the summer. The school will send further information to parents about the process of assessing students in the summer nearer to the time.

Yours faithfully

Mr P. Reid  
**Assistant Headteacher**

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4. You can then click where you would like your appointment to book it. 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)

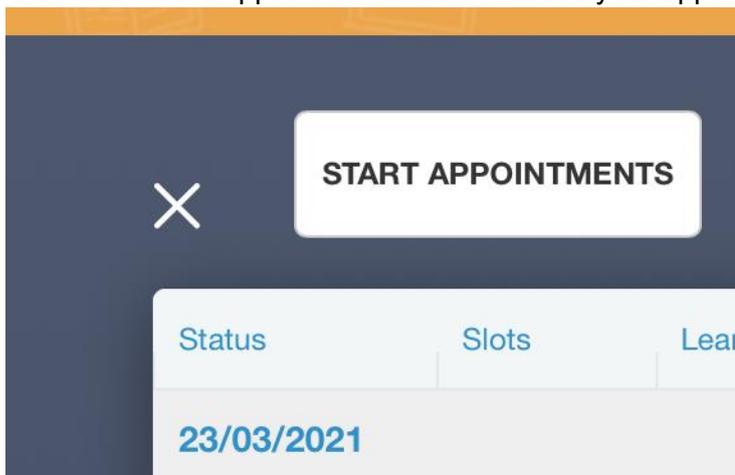
15:30	BOOKED	×	×	×	×
15:34	×	×	×	×	×
15:38	×	BOOKED	×	×	×
15:42	×	×	×	×	×
15:46	×	×	BOOKED	×	×
15:50	×	×		×	×
15:54					
15:58					
16:02		×			
16:06				×	
16:10					

## On the night of parents' evening

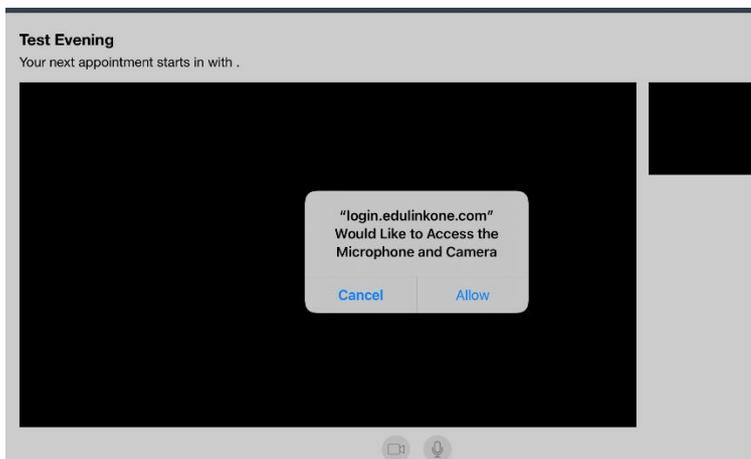
Please log into the parents' evening 5 minutes before your first appointment to give time to sort out any issues.

**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

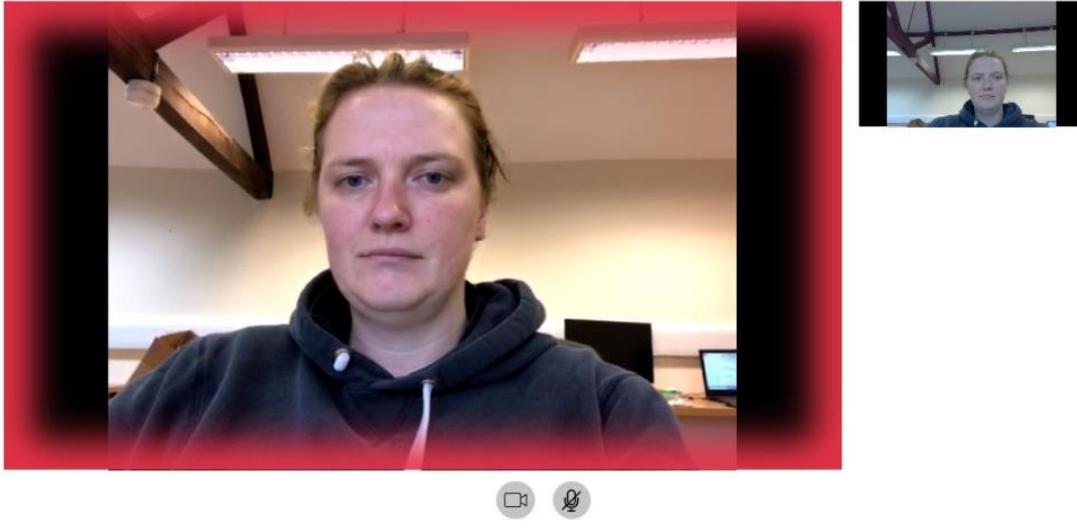


5. You will be redirected to the Virtual Parents' Evening Page where you will be asked to Allow access to your microphone and camera. You must allow access or you will not be able to take part in the evening.



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](mailto:edulink@cc-hs.com) and we can reset it for you)
4. Follow the instructions from step 3 on the previous page.