



King  
Egbert  
School

Celebrating 50 years of King Egbert School  
1969-2019

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**Headteacher:** Mr Paul Haigh  
**Chair of Governors:** Mrs Karen Milbourn

Date: 31 March 2021

Our Ref: PAB/HW

Dear Parent/Carer

Y10 Parents' Evening will take place on Thursday 29 April 2021. This will be an online event with parents able to talk to teachers using Edulink, which you can access using a computer/laptop (with speakers and a microphone) or a smartphone. To support families, we have increased the length of Parents' Evening which will be from 4pm –7.30pm. Please find below the details about how to make appointments and other advice to ensure a successful event.

- **Parents/carers must use their own login for Edulink** to make their appointments (appointments cannot be made using a student login). If you have misplaced your logon details please email [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk) and include the students name and tutor group on the email.
- You will be able to book appointments from 9am on Tuesday 20 April until 12 noon on the day of the Parents' Evening. Please remember the earlier you book the greater choice of appointment times you will have.
- The system is designed to eradicate the need for phone calls so you will speak to staff directly online through Edulink as you would if you were in a Teams meeting or a Zoom chat.
- If there are any technical issues teaching staff will make a phone call using the telephone number on Edulink of the parent who made the appointment. Please therefore check your telephone number and other personal details are correct and make any changes on Edulink if necessary.
- To enable us to talk to as many families as possible we have set the 'appointment timer' to 4 minutes, at this point it will then move you onto your next appointment or drop the line. Please support us by keeping conversations to subject areas rather than general queries, and niceties. This will be challenging as we have such great relationships with our families. We really do want to find out how you are getting on, but the nature of this evening will mean we must keep the focus on subject discussions.



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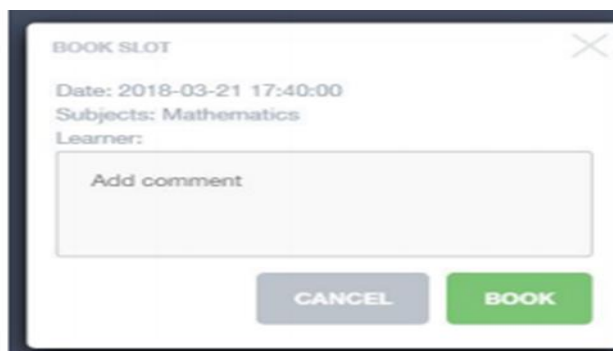
## How to make appointments via Edulink

1. **Parents/Carers must sign into their Edulink** account to be able to make an appointment. If you have misplaced or lost your log in please email [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk) and we will send these out to you (please include the student name and form on the email).

2. To book an appointment click on the Parents' Evening menu icon and then click on the event 'Y10 Parents' Evening'. You will then see a table of all the 4 minute slots that are available for each subject. If individual staff are 'blocked out' this is because they are unavailable. This will appear greyed out with a "X

Slots:	French ✓ Teacher: Roger Monamara Learner: Jimmy Abbey	PSE, Form Tutor Teacher: Delia Mumford Learner: Jimmy Abbey	Mathematics ✓ Teacher: Ruth Hatchett Learner: Jimmy Abbey
23/01/2020			
17:00	BOOKED	X	X
17:10			
17:20	X	X	BOOKED
17:30			
17:40			

3. To make an appointment with a teacher click/tap on an available slot. A popup will appear allowing you to enter an optional note to the teacher, and then click the book button (see below).



BOOK SLOT

Date: 2018-03-21 17:40:00  
Subjects: Mathematics  
Learner:

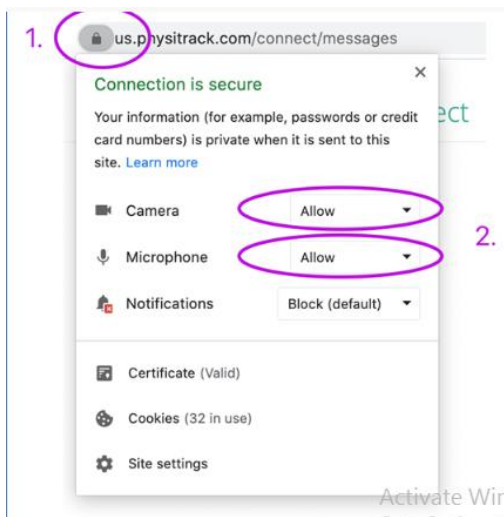
Add comment

CANCEL BOOK

## Final checks for parents/carers before the Parents' Evening

1. Please make sure that you are using an up-to-date web browser (we recommend Google Chrome). If an error message on screen appears such as "this browser does not allow video calls", the browser needs updating or swapping (we are aware of some technical issues with Internet Explorer).

2. Make sure that the web browser has permission to use your webcam and microphone. A notification usually pops up when you first attempt to use them asking for permission. If you need to check the permissions, you can click the padlock next to the web address (see example below).



## What to do on Parents' Evening

Parents/carers should log on to **Edulink using their own log in details**. Click on the Parents' Evening menu icon and then click on the event 'Y10 Parents' Evening'. Everything should then work automatically.

We look forward to talking to you on the evening.

Yours faithfully

Mr P Bristow  
Deputy Headteacher

