



WALTON HIGH

Leading Learning

Walnut Tree Campus: Fyfield Barrow Milton Keynes MK7 7WH

Brooklands Campus: Fen Street Milton Keynes MK10 7HE

Tel: 01908 677954

www.waltonhigh.org.uk



Executive Principal: Michelle Currie
Principal: Sharon Alexander

Chair of Governors: Renu Elston
Business Manager: Sukh Singh

7 May 2020

Dear Parent

Year 9 Parents' Consultation Event – Walnut Tree Campus

At Walton High we are going to trial an online virtual Parent Consultation event for Year 9 students. This is as a result of the ongoing school closures and social distancing requirements, and will consist of video or phone call appointments. It is a new approach for us and we ask for your forbearance if issues arise during our use of the platform.

The Year 9 Parent Consultations will be held across a number of dates in the week beginning Monday 18 May where appointments will be available for you to discuss your child's progress and achievements with their subject teachers. They will take place on:

Tuesday 19 May	2 – 4pm
Wednesday 20 May	11 – 1pm
Thursday 21 May	2 – 4pm

Appointments need to be booked online in the normal manner either via <https://waltonhigh.parentseveningsystem.co.uk/> or <https://waltonhigh.org.uk>. If accessing via the school website, scroll to the bottom of the home page and click on 'Parents' Consultations Booking System' on the left of the screen. A guide to booking appointments online has been attached for your reference.

Bookings will open on **Monday 11 May 2020 at 1pm** and close at **1pm on Friday 15 May**, after which time no further appointments, or amendments to existing appointments, can be made. Please note that appointments **cannot** be booked via Firefly or WisePay.

On the day of the event you will need to either click the login link from the bottom of the email confirmation you would have received, or log on to <https://waltonhigh.parentseveningsystem.co.uk/> again as the appointments will take place on this platform. The system can be accessed via a mobile phone, tablet or computer and further instructions on how this works can be found at <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. You can choose to use the camera function or only speak to the teachers using the microphone. Teachers also have this choice on how they conduct the appointment with you.

Conversations with teachers will be **5 minutes** in length but we are allowing 10 minute intervals for appointments due to the technology being used. Please be on time and ready for your appointment as the video link will close at the end of the allotted time period.

If you require assistance with your booking or are unable to access the Parents Evening System please contact Reception on (01908) 677954 or email mail@mket.org.uk.

Yours sincerely,

Miss D Bolam
Vice Principal

To book an appointment online

Step 1: Go to the following website: <https://waltonhigh.parentseveningsystem.co.uk/>

Step 2: Enter your details (please enter your email to receive appointment confirmations) and your child's details (you must enter both name and Tutor Group to gain access; you do not need to enter the year)

Step 3: Click 'Log In & Continue'

Step 4: Click the green 'Continue' arrow

Step 5: Check teachers, your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Step 6: Click the 'Continue' button to proceed.

Step 7: Click the time you wish to make the appointment. At this point you can also leave an optional message for the teacher. Click 'add appointment'.

Step 8: If the teacher is fully booked, a button will appear allowing your name to be added to a waiting list if you wish. This will make us aware you have been unable to make an appointment and the teacher concerned will contact you.

Step 9: Once you have finished adding appointments click and save your appointments. If you entered your email address at log in stage, it will now send you an email confirmation.

Step 10: You can now print a list of your appointments.