



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: Ayser Asif
Business Manager: Sukh Singh

11 January 2021

Dear Parent

Year 8 Virtual Parents' Consultation Event

The Year 8 Parent Consultations will be held online on **Tuesday 19 January, Thursday 21 January** from 1.30 – 5.30pm and **Wednesday 27 November** from 3.30 - 5.30pm. Appointments will be available for you to discuss your child's progress and achievements with their subject teachers.

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 January at 4pm** and close at **4pm** on **Monday 18 January**, 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 it is also possible to invite another parent to join the appointment. 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 8 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

Sharon Alexander
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.

Step 11: To invite another parent to the appointments, log into <https://waltonhigh.parentseveningsystem.co.uk/> and click on the 'Invite Parent/Guardian' link at the top of the list of bookings.

Step 12: A box will present on screen asking for the details of the parent to be given access. When the 'send invite' button is clicked, an email will be sent to the address entered providing a link to the appointments and details on how to join the call.