



Frenchay Road, Downend, Bristol BS16 2QS
Telephone: 0117 3532902
Email: school@fva.cabot.ac.uk
Principal: Dr Janet Saunders

Booking Guidelines for Parents Meetings

2 March 2021

Dear Parents / carers,

We will be holding parent meetings virtually again this year to ensure we keep everybody safe. They will take place during the week commencing Monday 29 March 2021 for all Year 1 to Year 6 pupils.

NOTE – Miss Pring will only be available to meet all Reception parents on either Thursday 25 or Friday 26 March.

This will be taking place over Office 365 - TEAMS using your child's email address and login. I have enclosed a guide to using Office 365 [CLICK HERE](#).

Your child's email is formatted as follows;

firstname.surname@fva.clf.uk

For example John Smith would have the following email address: john.smith@fva.clf.uk.

For double barrelled surnames just remove the hyphen.

For example John Smith-Jones would have the following address: john.smithjones@fva.clf.uk

Your child's passwords is formatted as follows:

Initials in capital letters followed by date of birth (DDMMYY)

For example John Smith with Date of Birth: 01/12/2015 would have the following password: [JS011215](#).

For double barrelled surnames simply use the initial in capital letters from the first name + the first surname + Date of Birth.

[JS011215](#).

N.B Children emails are **ONLY** used internally for remote learning in the event that a child or class are not able to be in school. They are closely monitored and are unable to send or receive emails outside of the Federation.

To book your parents meeting, please follow the steps below.

Step 1:

You must use your child's email address (NOT YOURS) to book the parent meetings. They will be held using TEAMS

Step 2:

Ensure that you know the name of your child's teacher. Their available dates are provided below.



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Reception Class – Miss Pring (Thursday 25 to Friday 26 March inclusive)

Year 1 – Mrs Butcher (Monday 29 to Wednesday 31 March inclusive)

Year 2 – Miss Strachan (Monday 29 March to Thursday 1 April inclusive)

Year 3 – Miss Chalmers (Monday 29 or Tuesday 30 March inclusive)

Year 4 – Miss Cerepanova (Wednesday 31 March to Thursday 1 April inclusive) or Miss Buckman (Monday 29 to Tuesday 30 March inclusive)

Year 5 – Mrs Pakrooh (Monday 29 to Wednesday 31 March inclusive)

Year 6 – Mr Fossard (Monday 29 March)

Step 3:

Follow this link:

[Click Here](#)

Step 4:

Select your child's teacher from the drop-down box, then your preferred date (see your child's teachers available dates) Look for a time from the options available and select the time. If there are no slots on your chosen day, please look at an alternative date. The slots will reduce as other parents book. The slots are made available on a first come, first served basis.

Frome Vale Academy

Teacher Meeting
10 minutes
Free

31 March, 15:50 with Miss Cerepanova

< > March 2021

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select staff (optional)
Miss Cerepanova

15:50 16:00 16:10
16:20 16:30 16:40
16:50 17:00 17:10
17:20 17:30

© All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London



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Step 5:

Add your details, (name, child's email, your phone number) and any information that we may need to know. **Please remember to use your child's FVA email address (see top of letter).** Please also place your child's name in the box provided.

Press the book button.

Address (optional)

Provide additional information

Your child's name

Book

Please note:

You will receive an email confirmation, invite and an email reminder at your **child's email address**.

On the day and time of your meeting, you will need to follow the link that has been emailed to your child's email address, which will open the TEAMS meeting with the teacher. Please ensure you allow 2-3 minutes before the start of the meeting to enable you to access TEAMS – you may need to wait until the teacher joins you at your agreed meeting time. The timings of the meetings are strict and if you are not available the teacher will move on to the next parent.

You will need to make a separate booking for each of your children.

Technology can be temperamental, and therefore, if you fail to join your booked TEAMS meeting, the teacher will contact you by telephone, so please ensure you have your phone to hand.

Your child's teacher may talk to you about an alternative way to arrange your parents meeting, for example, if translation is required.

Kindest regards,

Lynn Ovens
Operations Manager

Safeguarding Information

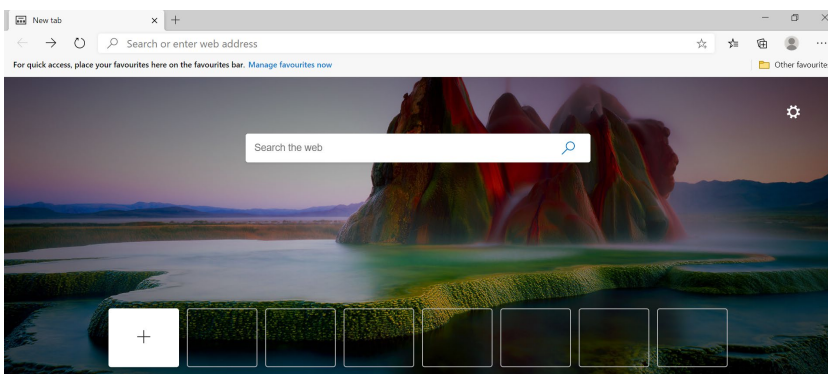
Whilst we are implementing remote teaching at primary ages we have implemented some settings to safeguard students and staff. Some of these are identified below for your information.

- Students in primary academies can not receive emails from outside of the CLF, with the exception of genuine Microsoft emails in relation to the service.
- Students are prevented from sending emails to addresses outside of the CLF, this means that they can stay in touch via remote learning, seek support and submit work where required.
- Address book settings have been set to only show people at the student’s individual academy so that emails won’t accidentally be sent between sites from students.

All actions within any CLF Office 365 account are recorded on Microsoft’s system and accounts are subject to checks at any time to prevent misuse, if concerns are flagged via the safeguarding team the CLF IT Team will assist them in any investigation.

Accessing Office 365

Open a web browser, we recommend Google Chrome but you can use others including Safari or Microsoft Edge. Your new tab or home page should appear, similar to the screenshot below:



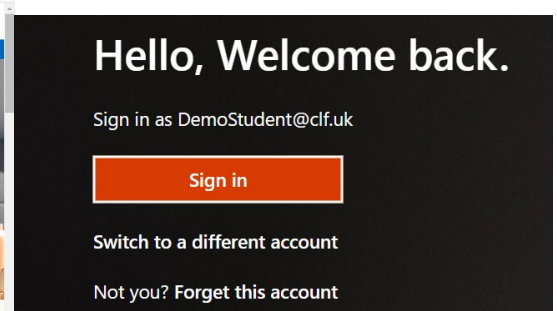
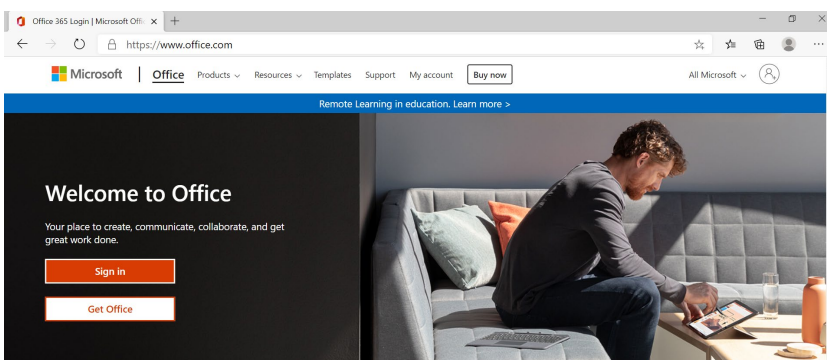
In the address bar at the top, type in www.office.com as per the screenshot below:



The Office 365 front page should display, click on the orange sign in button.

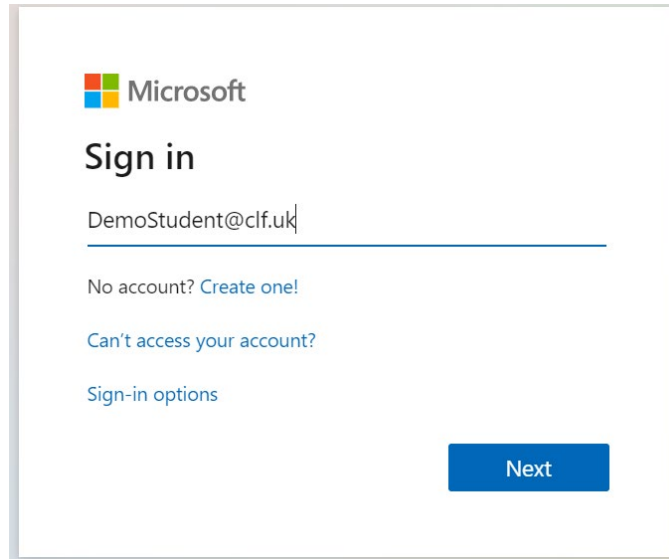
If someone else is signed in the options may change, see image to right.

You will need to choose “Switch to a different account” if the address shown isn’t correct.



HOW TO GUIDE – OFFICE 365 (PRIMARIES)

The next page will take you to the sign in box, type in your email address here and then click the blue “Next” button.



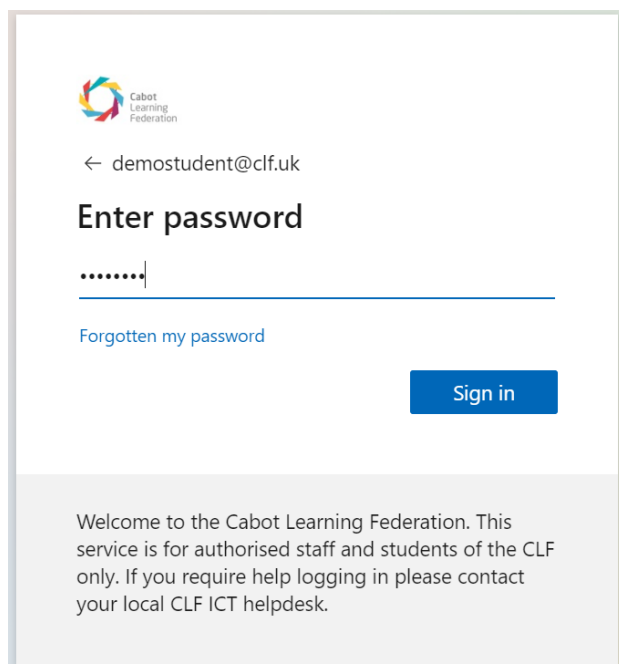
Microsoft
Sign in
DemoStudent@clf.uk
No account? [Create one!](#)
[Can't access your account?](#)
[Sign-in options](#)
Next


Student email addresses are formatted like this: **FirstName.LastName@AcademyShortCode.clf.uk**

For example, the email address for Joe Bloggs who is a student at Begbrook Primary Academy would look like this:
Joe.Bloggs@bpa.clf.uk

Due to system limitations it may not have been possible to have your full name as your login and it will have been shortened automatically. If you forget this you can request support via your teacher who will be able to find your details.

On the next screen, the CLF (Cabot Learning Federation) logo should appear above your email address, with a prompt to enter your password, enter your password and then click the blue sign in button.




← demostudent@clf.uk
Enter password
.....
[Forgotten my password](#)
Sign in

Welcome to the Cabot Learning Federation. This service is for authorised staff and students of the CLF only. If you require help logging in please contact your local CLF ICT helpdesk.

Passwords have been set in the following way:

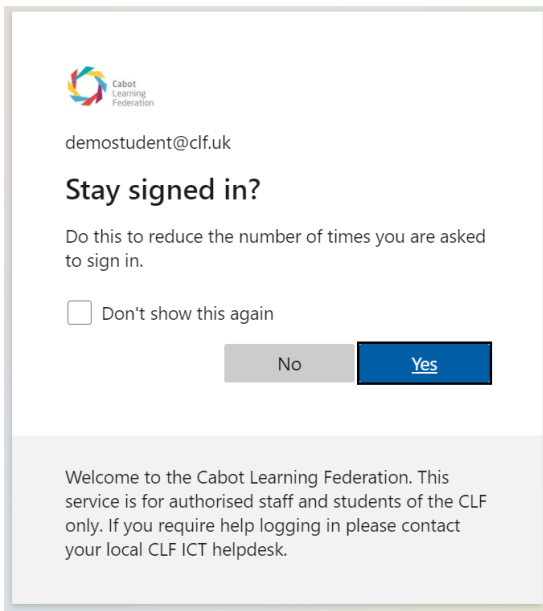
FirstInitial + LastInitial + DOB formatted DDMMYY

Using the earlier name as an example, Joe Bloggs born on 1st September 2013 would have the following password:
JB010913

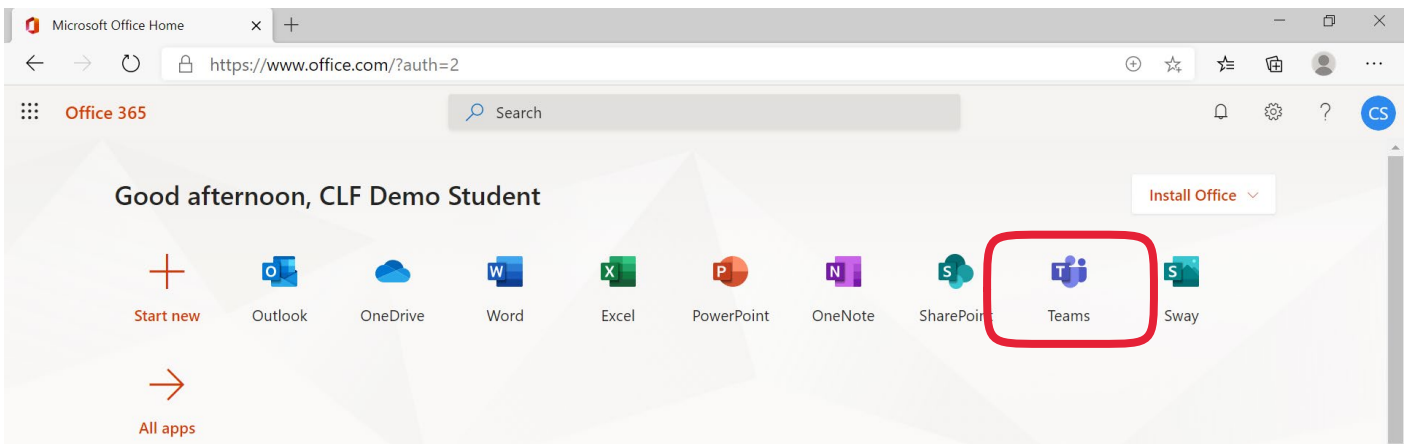
Initials are all in capitals, failing to use capitals will stop a successful login.

HOW TO GUIDE – OFFICE 365 (PRIMARIES)

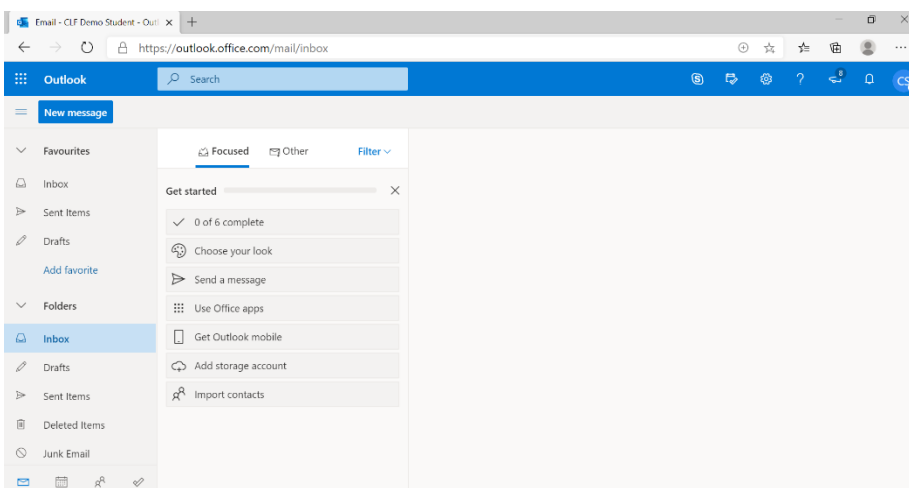
The next screen to show will ask if you want the computer to remember you and to keep you signed in, if you are using a shared computer please choose “No” as this keeps your account secure by asking for a password each time.



Once past the final screen you should be shown a dashboard, this gives you access to office applications online (such as TEAMS - see image below) as well as Outlook for emails. Click on TEAMS to open.



When you choose Outlook to access emails you should be taken to the application that will look like this:



From here you will be able to see your emails and send new ones.