



20 November 2020

## Online Parent and Teacher Meetings

Dear Parents and Carers

As you are aware our Parents' Evenings are being held on Tuesday 24 November and Thursday 26 November. Thank you to those that have booked meetings via the online booking system. Spaces are still available and booking will close at 4pm on Friday 20 November. After this date please contact the office to assist you.

Meetings will be hosted via Zoom this year. Further details are listed below:

- The Zoom details for the parent and teacher meetings are available via Google Classroom. These are shown under the 'Stream' tab
- There is a separate log in for each day and a separate log in for each teacher. Please ensure you have the correct meeting ID and passcode for your scheduled appointment with your child's class teacher

### To join the parent and teacher meeting:

- Zoom can be accessed via an App or via the website [zoom.us](https://zoom.us)
- Either click directly on the link under 'Join Zoom Meeting' (as shown on the Google Classroom class page) **or**
- Access Zoom via the website or App and click join a meeting, then enter the unique meeting ID and passcode (as shown on the Google Classroom class page)
- Please log in to the zoom meeting **five minutes before** your appointment time. You will be placed in a waiting room and your child's teacher will be notified. They will then start your meeting as soon as they become available

### Additional information:

- Teachers will only meet parents that have booked meetings
- To give every parent the same opportunity to communicate with their child's teacher, meetings are limited to 10 minutes only
- It would be helpful if you could ensure your display name is recognisable to us so it is easier to identify you (i.e. J Bloggs or Joe Bloggs not Joe). This can be amended via your profile (if you have a Zoom account already) or when you log in for the first time

### If you are late or need to cancel your appointment:

- Unfortunately, if you arrive late to the meeting, we will be unable to extend your time with the teacher and it will still end at the pre-scheduled time
- If you miss your appointment and would like to reschedule for another day and time, or if you need to cancel your appointment, please email the school office.

### Important e-safety advice:

- Please make sure that the meeting is held in a quiet room with a neutral background
- These appointments are arranged with the understanding that parents and carers are not permitted to photograph or record the meeting.

We hope that these meetings will go without a hitch, but we are aware that the technology can sometimes be against us. Should either you or your teacher experience any technical

difficulties on the day, please try again and connection should be resumed. If for any reason your meeting fails to happen, an alternative time will be made with you for another day. We appreciate your support and understanding in advance.

Should you have any questions or need support in advance of the meeting, please contact the school office.

Yours sincerely



**Mrs C Barrett**  
School Business Manager