



Virtual Parents' Evening

Dear parents/carers,


In order to keep our community safe, we will be holding our parents' evening virtually on Google Classroom. This is the same platform that your child used to log into the daily teacher meetings during lockdown and the same format as the summer parents' evening.

The virtual meetings will take place on **Thursday 4th November between 3:40pm and 6pm** and on **Tuesday 9th November between 3:40pm and 6pm**. Each appointment slot is for **ten minutes only**.

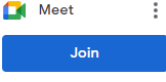
Before the meeting

Following this letter, you will be sent a link to follow via text message. Please click on the link and fill out the form and click submit. On the form, you will need to write your child's name and you will need to click on a preferred date and timeslot for your meeting. This needs to be completed by **Friday 22nd October**. After half term, the teacher will give your child a slip confirming the date and time slot, as well as a slip with their Google Classroom login details.

On the day of the meeting

On the day of the meeting, you will need a device with internet, e.g. a phone, tablet, laptop or desktop computer. If you are using a phone or tablet, you will need to download 2 free apps: Google Classroom and Google Meet. You will need to log in to both apps with your child's login details. Once logged in, you can access the meeting by going into Google Classroom and clicking on your child's class. There will be a video camera icon in the top right-hand corner.  When you click on this, it will ask you how to open it, select 'Google Meet'. Click 'Join now' at exactly your appointment time.

If you are using a laptop or computer, you need to go to www.classroom.google.com and sign in with your

child's login details. Click on your child's class and you will see a blue 'Join' button.  When you click on this, it will open up the video in a new tab. Click 'Join now' at exactly your appointment time.

You can only log in at the exact time of the meeting. *For example, if your child's appointment is at 3:50, you will need to log in at 3:49 and click on the link at exactly 3:50.*

Thank you for your understanding and commitment to keeping everyone in our school community safe.

Kind Regards,
Mr Worthington