



13<sup>th</sup> October 2020

**PARENT / CARER – TEACHER CONSULTATIONS**  
**WEDNESDAY 21<sup>st</sup> OCTOBER**  
**THURSDAY 22<sup>nd</sup> OCTOBER**

Dear Parents/Carers,

During these most unprecedented of times we have had to adapt the way in which we do many things at school. One of the ways we would normally communicate with you regarding your child's progress would be through a face to face consultation in person. We have had to change the way we do this.

**We have taken the decision to hold consultations using ZOOM, an online meeting platform. We encourage you all to download the app in preparation for the consultations which take place next week.** You can use either a computer and join via a web browser or use the free Zoom app on a phone or tablet (download the app in advance please).

***You will be able to book a consultation in the usual way on our online parents/carers booking system.***

**WEDNESDAY 21<sup>st</sup> OCTOBER 3:30pm – 5:30pm**

**THURSDAY 22<sup>nd</sup> OCTOBER 3:30pm – 7:00pm**

If you are unsure how to use ZOOM please click on the following link which will help you understand how to use the platform. <https://zoom.us/meetings>

Once you have signed up for your appointment please make a note of the following:

Parent / Carer Evenings October 2020 Important disclaimer: *By accessing the Zoom meeting, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.*

Please be aware that the following:

- Join the meeting 5 minutes before your slot, you will be put into a waiting room and admitted at your time slot
- Ensure your Zoom name shows your name Mr/Mrs/Miss Smith and the child's name in brackets. E.g. Miss Smith (Harry)



**FUTURE**

**NURTURING AND INSPIRING YOUNG MINDS TOWARDS A BRIGHT**



- Sessions are NOT to be recorded by Parents / Carers or pupils (on any device).
- During sessions, screen shots using the device or other devices are strictly NOT allowed.
- Ensure the host (Teacher) is in control of who can control the screen.
- Be conscious of background environments and others in the room.
- Staff will have a school lanyard on during the meeting.
- Staff, Parents / Carers and pupils will wear suitable clothing, as should anyone else in the household.
- Devices should be used in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for Parents/ Carers if other distractions in the household become unsettled or cause a disruption.
- ***Please note if you are late for the session, you can still join. Please bear in mind that sessions will not go over the given time allocated, as this will have an impact on other appointments.***

All sessions will be recorded by the school for safeguarding reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR Data Retention Policy.

**Meeting IDs and a 6-digit, class specific passcodes will be sent to you via text. You will need these details to access your parents'/carers' evening appointment via Zoom.**

**PLEASE NOTE THERE WILL BE NO FACE TO FACE CONSULTATIONS THIS YEAR. THEY WILL BE HELD USING ZOOM. PLEASE MAKE SURE THAT YOU HAVE BOOKED AN APPOINTMENT BY TUESDAY 20<sup>TH</sup> OCTOBER.**

We are looking forward to Zooming with you soon and sharing in your child's learning journey.

Yours sincerely,



Head Teacher

