

Headteachers:

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St Mary's

Church of England
Primary School

Our School Vision:

At St Mary's, inspired by Christian values, we are excited by our learning, proud of our achievements, determined to be the best that we can be and caring for all of God's creation.

Friday 14th May 2021

Bulletin: Consultations

As previously explained in recent newsletters, we will be using Zoom for parent consultations, as we did in November.

Consultations will continue to be a 10-minute conversation to discuss your child and for the teacher to share strengths and areas for further development.

Meeting Guidelines:

It is essential that these protocols are followed so that the meetings run smoothly and safely.

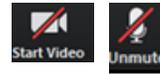
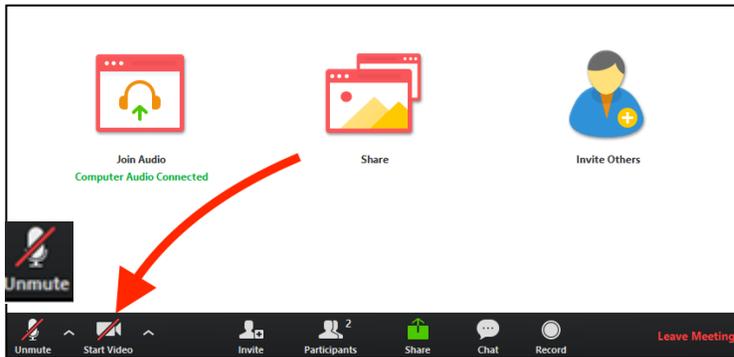
Please ensure that:

- The space you will be in will be quiet and private as the information shared will be confidential.
- You will be suitably dressed and seated with consideration that the background will be fully visible by staff.
- You appreciate that your meeting must only last 10 minutes as another parent consultation is likely to follow yours, so **please be on time**. If a longer conversation is required for any reason, then this must be separately arranged for another time.
- Children are not present during the meeting. As would usually be the case, the consultation is a conversation between the teacher and parents/carers. Please do discuss the meeting with your child thereafter.

What happens next?

- Before your child's consultation, you will receive a zoom meeting link by email.
- To access zoom, please use a device that has internet access, a functional webcam and speaker such as a tablet, laptop or smart phone.
- Please click onto the zoom link just before the time of your consultation. This will open up a new window in your browser. Click Open Zoom Meetings.
- You will be placed in a zoom virtual waiting room until the time of your meeting. This is to ensure that each meeting is completely confidential. You will only be able to see or hear in the meeting once then teacher has 'let you in'.

- While you are waiting, please enable your audio and video so that you can be seen and heard during the meeting: Click on the icons on the bottom left so that the red lines disappear.



You may need to turn up the volume on your device too.

- At your allocated time, the teacher will enable access to the meeting.
- At the end of your consultation, you will need to leave the meeting. Please do so by clicking **'leave meeting'** on the bottom right hand side of the screen.
- If at any point the zoom meeting fails or there is a problem with access, your child's teacher will call you on the phone instead. This will be within you allotted consultation time.

If you have any questions about how to book a consultation, or if you foresee any difficulties with accessing zoom, please contact the school office.