



Zoom Protocol

This year our Parents' Consultation evenings will be held via Zoom. The meeting ID and password will be sent to you via email. You will need these details to access your parents' evening appointment.

By accessing the zoom meeting, you are agreeing to the terms of use below:

- Please log in to the meeting **10 minutes** before your meeting starts to allow you time to work through any technical issues you may have. You will be in a waiting room until your allocated time. Please provide your own tea and biscuits!
- Please ensure your video is on and that you are unmuted.
- Please use a username that your child's teacher will easily recognise and associate with your child. The teachers have been instructed not to admit any users into the meeting if they are unsure of their identity. For example, 'Mrs Monnerton' or 'Chloe H's mum' will be admitted, but 'Cutekitten312' will not be admitted.
- You may not record the meeting.
- During sessions, screen shots using the device or other devices are strictly not allowed.
- Be conscious of background environments and others in the room.
- We ask that your child is not present for the meeting.
- Please wear suitable clothing, as should anyone else in the household who may appear on screen.
- Any devices used should be in appropriate areas, for example, not in bedrooms; and where possible, be against a neutral background.
- Please note if you are late for the session, you can still join but all teachers are under strict instruction to end the meeting promptly at the appropriate time. This is out of courtesy for the other parents who are in the waiting room. If you feel like you need more time and you wish to make another appointment, please contact the school office via email
- Unfortunately, we are unable to share your child's books with you at this time.

We are looking forward to Zooming with you soon!



If you are experiencing any difficulties, please do not contact the school office as they will be unable to help you. Please follow the attached guide