

# Thames View Infants



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Dear Parents/Carers;

## October 2020 Reception - Online 'Zoom' Parent-Teacher Meetings

This term our Year Reception teachers will be hosting online Parents Meetings via Zoom on the following days:

**Tuesday 20<sup>th</sup> October (8:40am – 5:40pm) (Day & Evening Appointments available), and  
Wednesday 21<sup>st</sup> October (3:40pm – 5.40pm)(Evening Appointments available)**

I really hope you can attend this meeting. It will provide you with a valuable opportunity to discuss your child's progress and for our teachers to give you more information about learning in school, the curriculum, homework, any school-based interventions that your child might attend and let you know of any extra ways you might be able to help your child further at home.

The booking system for all meetings will go live in ParentMail on **Monday 5<sup>th</sup> October at 10am.**

Please note that you will **ONLY** be able to book your parent meeting using our ParentMail app. and at present, due to Covid-19 measurements in place, our Teachers are unable to meet you in person and so all meetings will be conducted via the online video conferencing platform, Zoom.

### What You Need To Do Now:

1. If you don't already have a Zoom account you will need to set one up. Zoom is a free app which enables online video conferencing. You can use either a smart phone, an ipad or a laptop/pc for Zoom. You can sign up for Zoom for free by clicking this link here: [Zoom Account Sign-Up](#).



- ❖ **Important:** Please use the email address that you use for your ParentMail account when you register for your Zoom account. This email address is also the username that you use for ParentMail.



We're a PAPERLESS School – so you must download & register your **ParentMail App** to receive e-newsletters, to book after-school clubs & Parents' meetings or to confirm consent for educational visits.

2. Please book your Parent Meeting via ParentMail as soon as the booking system goes live. The booking system will be closing much earlier than usual for these Parent Meetings since administratively we need to give ourselves enough time to set the Zoom meetings up for the Teachers. We will not have the capacity to accept last minute bookings.
3. Shortly after you have booked your meeting, you will receive an invitation to join a Zoom meeting on the date and time that you have chosen.
4. When it's time for your meeting, open the email invitation on the device that you have downloaded the Zoom app onto, ie; your smart phone, ipad, laptop etc. Half way down the page it will say: 'Join Zoom Meeting' and this will be followed by a link. Click the link and just wait for the Teacher to accept you to the meeting. The Teacher will accept you into their virtual meeting room as soon as possible.

### Important things to bear in mind:

- You cannot be too early or too late for your Zoom meeting – you need to be on time! If you are not on time, the Class Teacher will be online conducting a meeting with another parent and you will have missed your slot. Unfortunately we cannot be as flexible with online meetings as we would usually be if our Teachers were meeting with you in person.
- Equally, in light of the above, we cannot over-run and so we will have to be really strict with our 15 minute slot per parent. If you need more time to speak to your child's Class Teacher, we can always book another meeting for you at a later date.
- Please can you make sure that for the duration of your meeting you're in a quiet place which is free from distractions and with a good wifi signal!
- Please note that outside of this meeting you will not be able to contact your child's Class Teacher via Zoom again (until of course the next set of Parent Meetings later on this year)...so please don't try to email, audio-call, zoom chat or send any further invitations to your child's Class Teacher via the Zoom platform. If you need to speak to them again, either catch up with them at the end of the school day or give us a call on 020 8270 4317 and we will ask them to call you back.
- Please can we ask that you refrain from recording this Zoom meeting in anyway.

We look forward to meeting with you all via Zoom on your chosen date/time.

Yours sincerely,



Paul Jordan  
**Headteacher**