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Dear Parents / Carers;

ZOOM Online Parent-Meetings – A How-To Guide

As you know we have our Autumn Parent Teacher meetings coming up soon and this time we're going virtual!

Sadly, our Teachers cannot meet you in person this time and so instead we will be conducting online meetings via Zoom.

Many of you will already be familiar with Zoom and will know how to join a Zoom meeting online. However, for those of you who are unfamiliar with the platform, please rest assured that it's really easy once you know how! We've set out below a little guide to help you get set up ahead of your meeting.

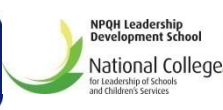
Book Your Parent Meeting in ParentMail ASAP!

If you haven't done so already, you now need to book your Parent Meeting via ParentMail asap. If you're not quick you might not get the date / time that suits you best.

How Will it Work?

All of our teachers have 'Virtual' Meeting Rooms and, closer to the time, we will ParentMail you their unique Meeting Room ID.

Using this ID (we will explain how below) you will enter their virtual Waiting Room! The Teacher will get a little notification when you are in their Waiting Room and, when it's your time, they will accept you into their Meeting Room.



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.

Please note the following 'Rules':

- When you join a meeting you will be asked to enter your name. Please can we ask that you identify yourself using your child's name, ie; '*Paul's Mum*'. That will just make life a little bit easier for our Teachers on the day since they are not on first name terms with all of our parent's!
- Please note that, although there is a chat function on Zoom, our Teachers will not have the capacity to read any messages or 'chat' back with anyone.
- 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.
- Closer to the date we will send you via ParentMail your Teacher's unique Meeting Room ID and an easy to click link that will bring you straight into your Teacher's 'Waiting Room'.

How to join a Zoom meeting online:

There are a few different ways that you can join a Zoom meeting. We think that using the App is easiest...the interface is nice and simple and most of you will be able to download the app onto the same smartphone that you use for ParentMail.



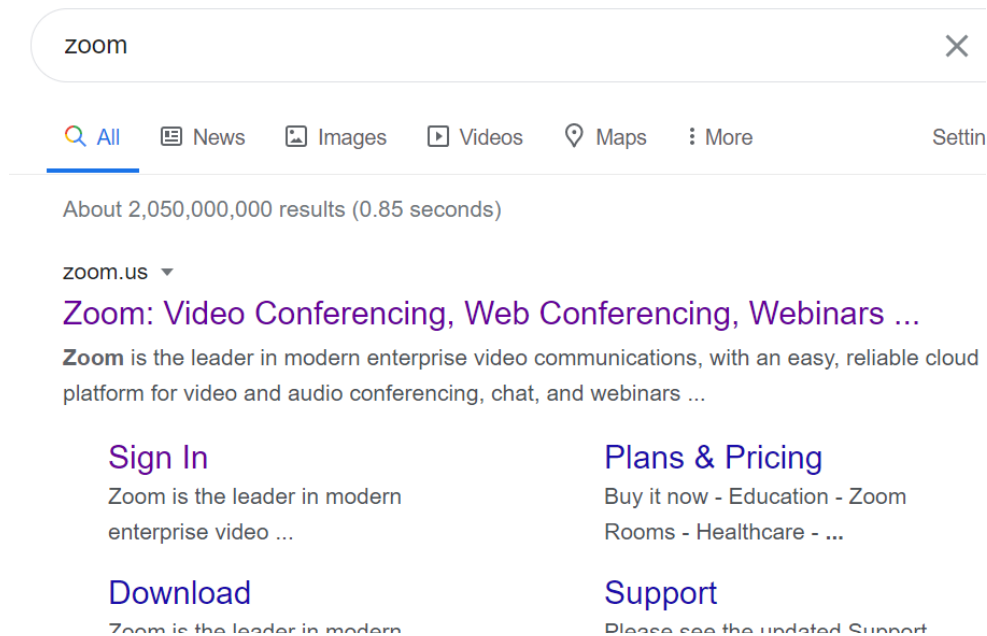
Method 1: Using a smartphone that has the zoom app installed

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store / Apple Store.
2. Join a meeting using one of these methods: ...
 - Enter the meeting ID number and your display name...Please identify yourself using your child's name...eg; '*Donna's Mum*'.Connect to the meeting via audio and video and tap 'Join Meeting'.

- Alternatively, open ParentMail on the same smartphone that has the zoom app installed and, a couple of minutes before your meeting is due to start, click on the link that will have been sent to you. This will bring you straight into your child's Teacher's 'Waiting Room'. The Teacher will receive a notification that you are waiting and they will accept you into their virtual Meeting Room when it's your time.

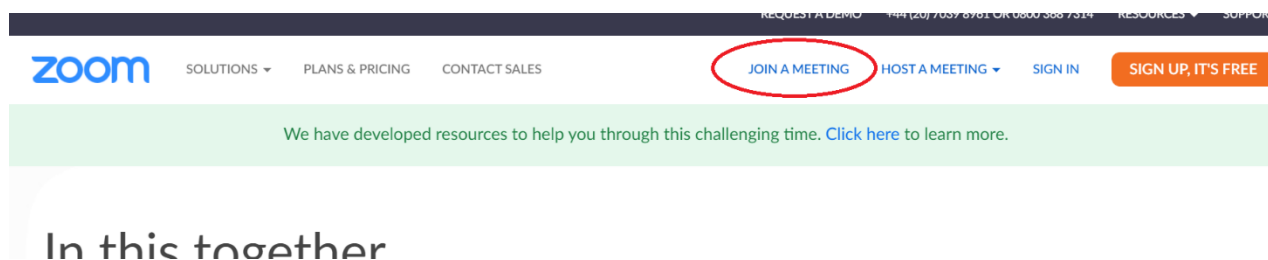
Method 2: Using a laptop or phone that has a webcam

1. Google Zoom

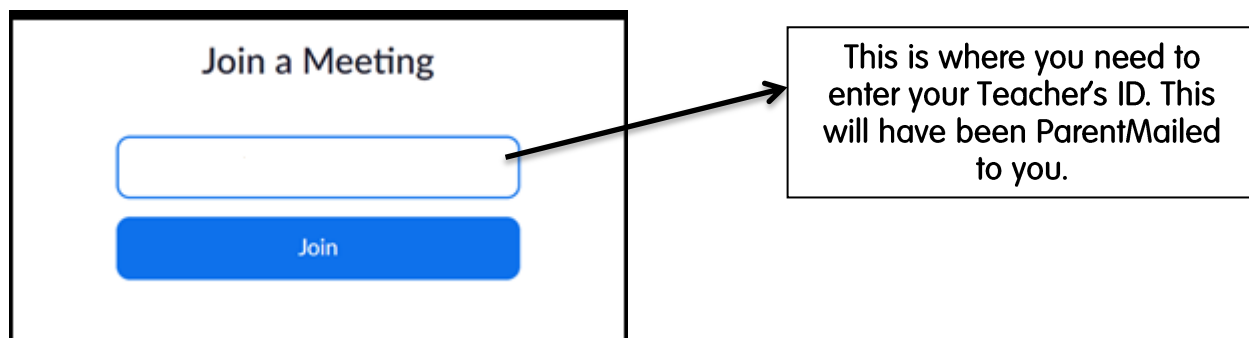


2. Click on the main link 'Zoom: Video Conferencing, Web Conferencing, Webinars...'

3. Click on Join a meeting



4. Type in (or copy and paste) the meeting ID and click Join



5. Click on Join from your browser (at the bottom of the screen)

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

6. Type in your child's name and click 'Join'

Join a Meeting

Your Name

Captcha Code



Join

Please identify yourself using your Child's name in this field. Eg; Donna's Mum

Please note that you will need to allow Zoom to have access to your Camera and Internet Audio

We hope that this 'How To' guide has been useful for you and we're really looking forward to meeting you all in your virtual, online Zoom meetings in a few weeks time!

Yours sincerely,



Paul Jordan
Headteacher