



Upper Beeding Primary School

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Head Teacher: Mrs R Linford

Friday 16th October 2020

Dear Parents/Carers

Parents' Meetings via Google Meet – Tuesday 20th October and Thursday 22nd October

As you are aware, over the last couple of weeks we have asked you to book parent meeting appointment times on the VLE and thank you to everyone who has managed to do this. If you have not yet booked a slot, please contact the School Office who can help you with this.

As we are currently unable to do face to face parents' meetings, we are using **Google Meet** to facilitate a visual appointment for you. Your child's class teacher will send you an email with a link for this meeting at the time you have booked on the VLE. All you need to do is click on the link in the email on any device that has a camera and microphone, e.g. your mobile phone, laptop, or tablet at the time you have booked.

The email you will receive does not need a response. If you do not receive an email from us by the day before your meeting, please also check your junk mail folder and then call us if you have not received one so we can re-send the link.

Once you have clicked on the link at the time of your appointment, you should be connected to the class teacher; please wait if this does not happen immediately as there could be a very short delay. We appreciate that these are the first face to face virtual meetings you will have had with your class teacher, but we still need to keep these to 10 minutes so the teachers are able to talk to every parent. If it becomes apparent that a longer conversation is needed, this will be arranged for you in the form of a telephone call.

This will be our first time using this system and we really hope that the technology will work successfully for all involved. If for any reason issues arise, we will arrange an alternative way of talking with you about your child.

We do understand how frustrating the lack of face to face communication has been for everyone and do appreciate all your support over the last few weeks.

Best wishes
Becky Linford
Headteacher



Protocol for Virtual Parents' Evening

As virtual parents' evenings are new to us, we thought it would be helpful to establish some clear expectations so that all participants are following the same protocol, which should ensure everyone's wellbeing. Please note that our parents evening meetings will be via **Google Meet**.

- Conversations should take place in appropriate rooms e.g. kitchen, lounge, study and not in a bedroom
- All participants should be appropriately attired as they would be for a real life face to face meeting
- No conversations should be recorded
- Both teachers and parents will be using audio or video (unless technical difficulties arise)
- As in real life, your son/daughter is welcome to attend
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time
- The first 30 seconds of each conversation allows for a short break for the teacher who will initiate the conversation at some point when they are ready during this time
- At UBPS, our aim is to nurture positive and constructive relationships between staff and parents. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.

Tips for troubleshooting

- Staff have checked their devices work so we hope all is well at our end
- Try logging on up to an hour before – click on “Join with Google Meet” by clicking on the link in your email or the link in your calendar
- If you cannot find your email invite, check your ‘junk’ mail folder
- Make sure your camera, microphone and volume are fully enabled in your settings and that you have allowed the system to access them
- Better sound is achieved if only one person speaks (closely) to the microphone at a time
- If one party loses connection, please just wait whilst they log in again - you should be able to resume
- If there is a sound /display issue, try clicking the microphone/camera icon off and on again
- If there is still an issue, try logging off and logging on again or try another device
- If possible, have a backup device ready for you to log on and use
- We cannot do any more on the night so please be forgiving in case of technical hitches.

We are doing our best to make contact at this difficult time. If you miss a conversation, the teacher will contact you within a couple of days to re-arrange. Thank you for your support.

