



PERIVALE
PRIMARY SCHOOL

Federal Road
Perivale
Ealing
UB6 7AP

Tel: 020 8997 0619

Tuesday 13th October 2020

Dear Parent/Carer

Autumn Term Open Evening via Zoom

Autumn term open evening for **Reception and Y1 to Y6 classes** will take place on **Wednesday 21st October** and **Thursday 22nd October**. This is an opportunity to find out how your child has progressed and share your child's targets with you.

Due to the ongoing situation with Covid-19, we will not be holding face to face meetings. Instead, parent/carers are invited to book an online video appointment with teachers. **You will require a microphone, camera and speakers which may be built into your computer/smartphone.**

Booking your online Open Evening Meeting

You will receive a link to your mobile phone and/or email address. You will be able to see all of the available appointment times for teachers and choose which time is convenient for the online meeting.

Please follow these simple steps to book your appointment:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.

How to access the Online Open Evening Zoom Meeting

- The Zoom link will be sent to you by text message the day before the meeting.
- You will need to click on the zoom link and **select join the meeting** (not log into zoom). Zoom will request your user name. You must **enter your child's forename and surname** (no other names should be used). You will then sit in a waiting room until the teacher has identified your child's name and allow access to the meeting.
- Please ensure that you have read and understood the parent/carers guidance for zoom meetings, attached to this letter, before you go online.

Parent/Carer Guidance for Open Evening Zoom Meetings

Please read this guidance carefully

- You will require a microphone, camera and speakers which may be built into your computer/smartphone. There will be an opportunity to test these on joining the meeting.



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- It is best to find a quiet space to have your zoom meeting where you can talk to your child's teacher. You will want to make the most of the time, so try to avoid interruptions.
- Meetings will last for 10 minutes only and the teachers will have to finish the meetings promptly. If you wish to discuss any issues further, please contact the school office to make another appointment.
- Teachers will ask you some questions about your child's access to remote learning and any issues due to Covid that may affect your child's learning or wellbeing. Please note there will not be time to discuss these in detail but a member of staff will give you a follow up call if you wish.
- It is expected that your child will also be present at the meeting. Please ensure that both you and your child are appropriately dressed.
- Please think about what is in the background behind you before you go online. Your child's teacher will be able to see the background, so you may want to remove family photos etc.
- Disable any other programs that use pop ups- e.g. Facebook Messenger/ advertisements or text alerts, so that there is no risk of other content appearing.
- Remember to follow our normal guidance for meetings with staff, be respectful at all times; listen to each other without interrupting; no personal comments or bad language.
- Links for the meeting **must not be shared** with anyone else.
- The meeting should be held in your own home and not in a public place.

Miss Audrey Daley
Headteacher