



# Waterbeach Community Primary School

## *Learning - Laughter - Friendship*

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Dear Parents/ Carers,

If you have requested a Parent Consultation meeting with your child's class teacher, you will receive an invite for the online Teams meeting.

The following will help to make them work smoothly:

- Please make sure that the name you use for joining the Teams meeting identifies you easily (using your child's name would be very helpful especially where you have a different surname to your child).
- Join the meeting in good time – you will be put into the waiting room until the teacher is able to admit you for your appointment.
- Teachers will have to end the meeting promptly to ensure all appointments can be kept.
- Please make sure you read the protocol and technical information below before attending the meeting.

### **ONLINE MEETING PROTOCOL – Meetings between teachers and parents**

#### **Notes for parents:**

- The meeting link should not be shared with anyone else.
- Children can be present at the meeting at the discretion of the parent.
- Background noise should be kept to a minimum where possible.
- Sessions are **NOT** to be recorded by parents.
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed.
- If a staff member feels uncomfortable, they may switch off the camera or end the meeting.
- Please learn how to mute and unmute, including video screens so that this can be done if needed.
- Be conscious of background environments and others in the room.
- Staff will have a school lanyard on during the meeting.

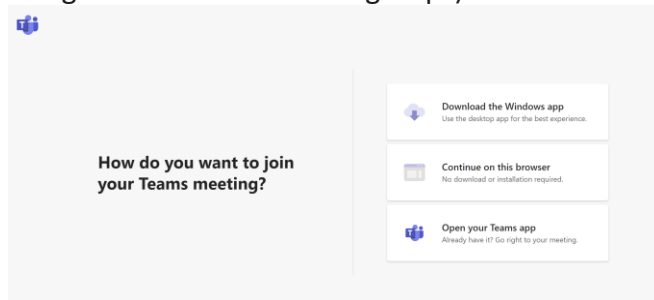


*Our school encourages each child to grow into a happy, confident individual, thriving in a supportive community where each is inspired to learn and discover through a kaleidoscope of opportunities, with space to imagine and to create.*

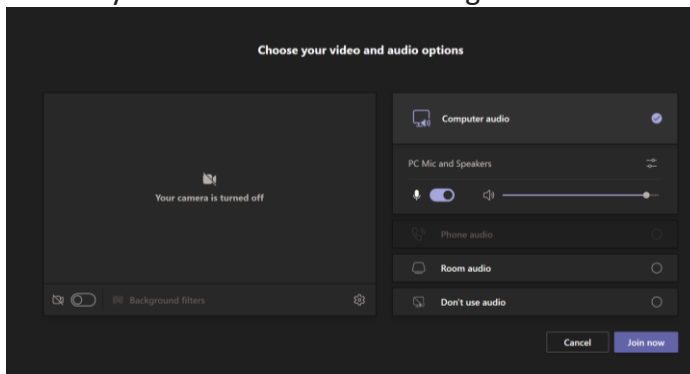


## Technical Information for joining the meeting:

1. In your email invite, click the meeting link (do this 5 – 10 mins before the scheduled meeting time).
2. You will have three choices:
  - **Download the Windows app:** Download the Teams desktop app.
  - **Continue on this browser:** Join a Teams meeting on the web.
  - **Open your Teams app:** If you already have the Teams app, go right to your meeting. (many of you will already have this from when the children were using it for their circle time groups)

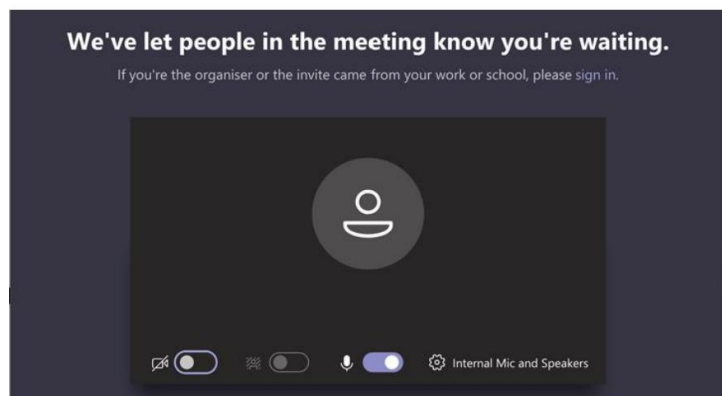


3. Type your name or parent of child's name so that the teacher can identify you in the waiting room (this may happen automatically if you are signed into a Teams account but do check your name so that the teacher allows you to join the meeting).
4. Choose your audio and video settings camera on and audio on.



5. Select **Join now**.

You will be placed in the waiting room and this message will appear.



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