



# St. Giles' & St. George's Church of England Academy

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Dear Parents,

As you are aware, due to restrictions, parents evening will be taking place on zoom this year. You will receive a link to the meeting, please click the link where you might be guided to download the zoom application if you have not already got it, although the meeting can go ahead without this. You will be sent to the 'waiting room' until the class teacher lets you into the meeting at your appointment time.

When joining the call, please allow a few minutes for the teacher to allow you in. Please be patient as this is a new system for everyone. When you are accepted into the meeting, your child's teacher will ask you if you can hear and see them. If you have any problems with this, please use the chat function to let the teacher know. If it becomes difficult to hear the teacher, they might turn off the camera function to allow the connectivity to be better. They will let you know should this need to be done.

We are asking all staff and parents to abide by the following rules:

- 1) Participants are to ensure that they are in a private and confidential place, as in a face to face meeting we would ask that the child does not attend.
- 2) All discussions are to take place in a professional manner.
- 3) Neither party will record the meeting.

If you have any technical issues, please do not hesitate to call the office. Should the class teacher notice that you have not accessed the meeting at your appointment time, they will call you.

Thank you for your cooperation at this time. We look forward to seeing you at parents evening.

Yours Sincerely,

Mrs C Pointon

Miss H Snape (E-Safety Lead)

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