



Hurley Primary School
Heanley Lane
Hurley
CV9 2HY

Monday 28th September 2020

Dear Parents,

This term, due to Covid restrictions we will be conducting virtual parents' evening meetings on Zoom.

Meeting Dates

Parents of Reception, Year 3 and Year 5 children will be able to virtually meet their child's teacher on **Monday 19th or Tuesday 20th October.**

Parents of Year 1, 2, 4 and 6 children will be able to meet their child's teacher on **Wednesday 21st and Thursday 22nd October.**

How to book an appointment

You will receive a separate email for each of your children. This email will contain a link to your child's class booking page. Complete the form by selecting meeting times you can make. We will send you confirmation in the week before either by email or sent home with your child.

If for any reason you are unable or do not wish to use Zoom, you can email your child's class teacher and request a telephone meeting. This will be completed at a later date (likely after half term holiday) and will be organised by your child's class teacher.

Please note for twins please put both children's names on one form and the class teacher will arrange consecutive parent evenings for both children

How the 'Zoom parent meeting' will work

- You will need to download Zoom (a free app) from zoom.us
- Create a Zoom account.
- Your child's class teacher will send you a link to the meeting.
- About ten minutes before the meeting, please log in to zoom and join the meeting.
- Make sure you set your name to 'xxxxxxx's parents' or xxxxxx mother or xxxxxx father – this is done by clicking the participants button, then your name, then more, then rename.
- You will be assigned to the waiting room and your child's class teacher will let you in when their previous meeting ends.

Agreed Rules for parent meeting

To ensure on- line safety our Zoom meeting rules are:

- Join the meeting promptly
- Find somewhere where you can meet privately, without children (except pre-school) present
- Keep to 10 mins
- Wear appropriate clothing (no PJs, etc)
- Change your user name as above

By taking a parent evening slot, you agree to these rules. If further time is required at the end of the meeting, you can email your child's class teacher to request a further telephone appointment at a later date (likely to be after half term).

Multiple meetings

Parents who do not live together and who would normally request individual meetings may still do so. Both parents should complete the form separately but in the child's name section, add mum or dad.

Appointment issues

If for any reason you are unable to attend your booked meeting, please email your child's teacher as soon as possible. If you have any other issues or notice an appointment clash with siblings, please contact the relevant teachers.

Finally, I'd like to say thank you in advance for your patience with this. We are working as best we can to maintain normality in a difficult time and we really appreciate your support and many kind comments. If (and likely when!) there are issues with this new system, please understand that we will do our best to resolve them but it may take some time.

Kind regards

Glyn Morgans
Headteacher

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