

Principal: Emma Robins



26 April 2021

Dear Parent/Carer

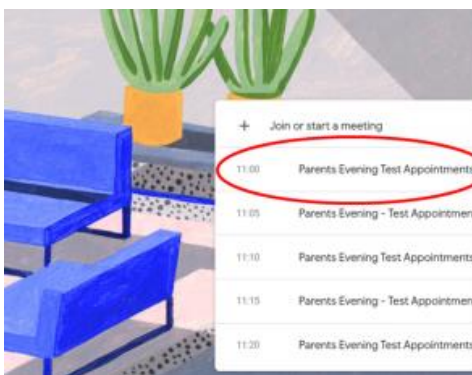
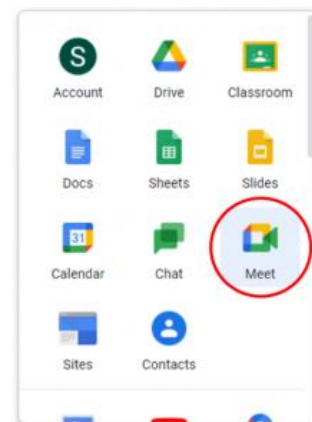
Year 9 Parent's Evening will take on Thursday 6<sup>th</sup> May between 3.10pm and 6.00pm. Due to Covid restrictions, the evening will take place virtually using Google Meet. The evening will give you an opportunity to discuss the progress of your child across all of their subjects. Your child will need to make appointments with their teachers and record the times in their planner (page 208). On the evening, you will be able to 'meet' the teachers on Google Meet.

### Login instructions

1. On the evening, you will need to log into your child's Google Meet account by going to [www.google.co.uk](http://www.google.co.uk) and pressing the sign in button in the top right hand corner (You will need to use the login details that your child uses to access online learning).



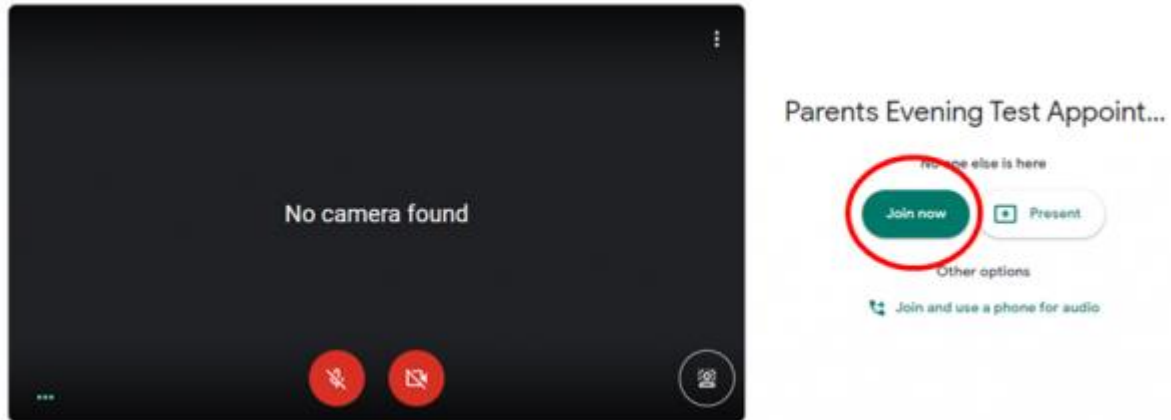
2. Once signed in, click on the 9 dots and then open Google Meet.



3. With Google Meet open, you will see all of your child's booked appointments listed. You will need to start each appointment individually by clicking on the slot at the correct time.

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4. When the appointment has been opened, you will then need to press the 'join now' button and you will be able to meet your child's teacher:



You can access Google Meet using any device that has a camera – this could be a mobile phone, tablet or laptop. Whichever device you use, please ensure you have logged into your child's Google account and not a personal account.

Your appointment slots are 5 minutes long. Each teacher has many other appointments and so for this reason we cannot extend appointment times. If you would like to have an extended conversation with any of your child's teachers, please contact the relevant teacher and so that they can contact you directly.

We look forward to seeing you on the 6th May for parents evening. If, for any reason, you are unable to join the evening or have any questions please do not hesitate to contact me.

Yours faithfully

*T.Plant*

Mr T Plant

Head of Year 9