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Wednesday 7th October 2020

How to join the virtual Q&A meeting for Year 2 parents

Dear Parents and Carers,

I have set up two meetings to enable you to speak to members of our leadership team and find out more about our school. We hope that this opportunity will be another way of supporting you in finding the right junior school for your child.

How will the link to the meeting be shared?

1. You will receive a newsletter with the link to the meeting. This newsletter will also be available on the school's website. These are the links:

Link for Thursday 5th November:

[Join Microsoft Teams Meeting](#)

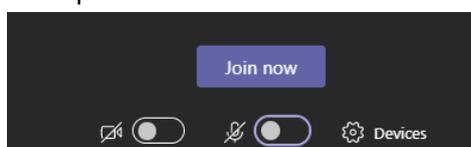
Link for Thursday 7th January:

[Join Microsoft Teams Meeting](#)

2. Click on the blue link
3. The link will open a web page, where you will see some choices. If you do not have the App installed, click on 'Continue on this Browser'



4. You will then have the option to join the meeting by clicking the 'Join now' box. On the example below, the microphone and camera are both turned off.



5. This will bring you into the meeting.

Positivity, Creativity, Courage, Independence, Resilience and Respect
Aiming High

What will happen during the meeting?

- The school staff will have their cameras and microphones switched on so that you will be able to see and hear us.
- You will need to have your microphone switched on so that you can talk to us.
- You can choose whether to switch on your camera or not. If your camera is not switched on, we will be able to hear you but not see you.
- You will be able to ask us any questions and we will answer them.

What technology will I need?

In order to join the meeting, you need to have as a minimum:

- A device with a microphone (this can be a phone, tablet or computer)
- Internet access

What can I do if I don't have this technology available?

Please email questions to the school office or phone us.

Timings of the meeting

The meetings will each last for 1 hour but are being run on a 'drop-in' basis so you do not need to be in the meeting for the full hour. Please join at any time and for as long as it takes us to answer your questions.

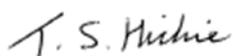
Confidentiality

There is a possibility that other parents will be in the meeting at the same time as you. If your question relates to something that you would prefer to keep confidential, please contact the school office to arrange a personal telephone conversation.

How smoothly will the evenings run?

This is the first time (and hopefully the last!) that we have organised our Year 2 open day events in this way. Whilst we are hopeful that the meetings will run smoothly, please be patient if technology is not working – you can contact us at a different time.

Kind regards



Tracey Hickie

Headteacher