

## Parent/Carer Teacher Consultations 10<sup>th</sup> and 12<sup>th</sup> November 2020

Dear Parents and Carers,

2<sup>nd</sup> October 2019

This year, due to restrictions, we will be holding Parent/Carer -Teacher consultations remotely.

We will be offering parents and carers a Google Meets meeting (similar to Zoom/ Microsoft Teams etc). If you do not want the meeting held this way and would prefer a telephone call, please indicate this to us.

Before the meeting, if you are using a smart phone or tablet, download the Google Meets app. Sign in using your child's Google Classroom login details. Please do this well in advance of the meeting so that if you need support, we can help you.

1. We will ask you to book your time slot in the same way that you would normally by completing the form on the reverse of this letter.
2. You will receive a notification of your confirmed time before the meeting and a link. If your slot is unavailable, we will allocate the next available one (**tip:** tick all the slots you are available to increase the chance of us allocating one that suits you best.)
3. When the time comes, simply click on the link, or paste it into a browser and it will start the meeting (no passwords required!).
4. Please ensure that on the day of the meeting, you have your device near you- **tip:** check that your device has the microphone and video turned on and working to save time.

We will do our very best to stick to timings, but please do bear with us if they are not exact. This is a new system for us and we thank you in advance for your support and understanding.

We would welcome any feedback after the evenings so we can improve our systems in the future.

Teachers will be available during the times listed. Please return the completed form to the school office by **Friday 9<sup>th</sup> October 2020.**

Yours sincerely

**David Hickman**  
Head of School


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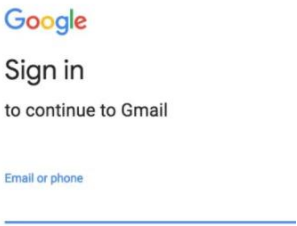
## Installing Google Meets

Please do this well in advance of the meeting so that we can support if you are having any issues. This will ensure the meetings schedules run as smoothly as possible.

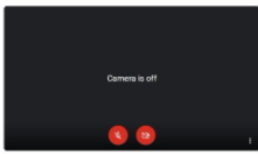


	<p>Download the app from your devices app store. If using a laptop, you will not need to do this. Simply click the meeting link emailed to you.</p>
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	<p>Sign in using <b>your child's Google Classroom account.</b></p> <p>xxxx@apps.woodendfirst.ealing.sch.uk</p>
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	<p>Please ensure your microphone is on. The video option is entirely up to you. You do not have to have a video call if you would prefer not to. Simply click the camera off.</p>
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All passwords should be listed in your child's reading record book





# WOOD END INFANT SCHOOL

Executive Head: Mr Warner Stainbank  
Head of School: Mr David Hickman  
Whitton Avenue West, Northolt  
Middlesex UB5 4LB  
020 8422 5182  
admin@woodendfirst.ealing.sch.uk

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Please contact the school office if you do not want a Google Meeting arranged and would prefer a telephone call: 0208 422 5182



Please tick all slots you are available for to improve chances of a suitable time for you.



Tuesday 10 <sup>th</sup> November	Please tick all available
2.00--2.15 pm	
2.15--2.30 pm	
2.30--2.45 pm	
2.45—3.00 pm	
3.45 – 4.00 pm	
4.00 – 4.15 pm	
4.15 – 4.30 pm	
4.30 – 4.45 pm	
4.45 – 5.00 pm	
5.00 – 5.15 pm	
5.15 – 5.30 pm	
5.30—5.45 pm	
5.45 – 6.00 pm	

Thursday 12 <sup>th</sup> November	Please tick all available
2.00--2.15 pm	
2.15--2.30 pm	
2.30--2.45 pm	
2.45—3.00 pm	
3.45 – 4.00 pm	
4.00 – 4.15 pm	
4.15 – 4.30 pm	
4.30 – 4.45 pm	
4.45 – 5.00 pm	
5.00 – 5.15 pm	
5.15 – 5.30 pm	
5.30—5.45 pm	
5.45 – 6.00 pm	
6.00—6.15 pm	
6.15 – 6.30 pm	

