



Parent/Carer Guidance for Open Evening Zoom Meetings

Please read this guidance carefully

- It is best to find a quiet space to have your zoom meeting where you can talk to your child's teacher. You will want to make the most of the time, so try to avoid interruptions.
- Please ensure that you are appropriately dressed for the meeting.
- Please think about what is in the background behind you before you go online. Your child's teacher will be able to see the background, so you may want to remove family photos etc.
- Disable any other programs that use pop ups- e.g. Facebook Messenger/ advertisements or text alerts, so that there is no risk of other content appearing.
- Remember to follow our normal guidance for meetings with staff, be respectful at all times; listen to each other without interrupting; no personal comments or bad language.
- Links for the meeting **must not be shared** with anyone else.
- The meeting should be held in your own home and not in a public place.
- Report any concerns to the school office immediately (admin@perivale.ealing.sch.uk) or phone on 020 8997 0619.

You will require a microphone, camera and speakers which may be built into your computer/smartphone. There will be an opportunity to test these on joining the meeting.

Guide to Zoom

- The Zoom link will be sent to you by text the day before the meeting.
- You will need to click on the zoom link and **select join the meeting** (not log into zoom). Zoom will request your user name. You must **enter your child's forename and surname** (no other names should be used). You will then sit in a waiting room until the teacher has identified your child's name and allow access to the meeting.

Miss Audrey Daley

Headteacher