

Zoom Parent/Teacher Meetings

Thank you for booking your slot to meet with your child's teacher. They are looking forward to seeing you – even if it is virtually. Below are some tips to help the meeting run smoothly.

- Please make sure that you have booked the day and time on the school website
- Instead of coming into school, set up your computer, tablet or phone
- Please ensure that your device has a good signal and that it is charged
- Please choose a quiet space where you are away from any distractions (especially children!)

You will receive an email from the school Scopay account that has the links to the meetings as well as the ids and passwords for the meeting. Unfortunately, the school Scopay communications software sometimes does not allow us to send a hyperlink, so you will need to copy and paste the link into your browser. Alternatively you can copy and paste the id and password if you prefer.

Please make sure that you use the link for the day and time slots that you have booked for your appointment as the teachers are meeting parents at a variety of times. Please note that the invite will say the start time of the entire session – take no notice of this. You must join at your allotted time.

Below is a short, simple video to show you how to access the meeting. It would be helpful if you allowed plenty of time before the meeting to check you can get onto zoom (it will just come up with a message that the meeting hasn't started yet).

When it is time for the meeting to start:

- The teacher will let you into the meeting
- Please remember that the meeting will end after a maximum of 10 minutes
- Please do not record the meeting
- If further time is required, maybe because you are discussing special needs support for your child, the teacher will get back in contact with you to arrange a further meeting