

Chisenhale Primary School



23/10/2020

Dear Parents and Carers

Parents' Meetings

Parents' Meetings this autumn will be held via Google Classroom rather than face to face due to the pandemic. The meeting will be for 10 minutes with the class teacher.

We will be scheduling the meeting via your child's Google Classroom account and it will show in their calendar. You will only have been given an appointment if you requested one earlier this week. You can log in via a mobile phone if you download the Google Meet App or on a laptop or tablet device. Two parents can be in the meetings via different devices using the child's login at the same time.

To check the time of your meeting you will need to log in to your child's google classroom account, using their password. You can do this now. Once in the classroom, click on the 9 dots on the right and there should be a calendar icon. Look at 3rd or 5th November to find your allocated time. We recommend you do this as soon as possible to check your appointment and familiarise yourself with the technology. **You will need to log in separately for each child.** We have tried to accommodate your wishes regarding times and days but it has not always been possible to give you your first choice.

All families have been provided with their child's Google Classroom log-in details to access this online learning platform and we recommend that you take the time to ensure you are able to do so in advance of the meeting day or time. Appointments will be of 10 minutes duration so it will be important for all participants to be prompt.

If you have any difficulties with accessing or receiving information, please contact us via teachers@chisenhale.towerhamlets.sch.uk giving us your child's name and class.

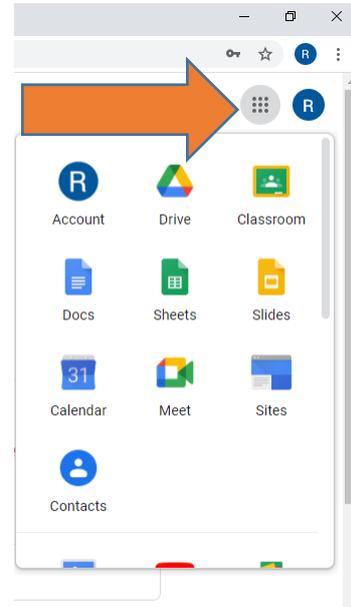
Please find below detailed instructions on how to access your online appointment.

Many thanks for your patience in these trying times.

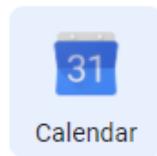
Chisenhale School

Step 1) Log into your child's Google classroom account, you can do this by googling 'google classroom'. You will need your child's log-in and password.

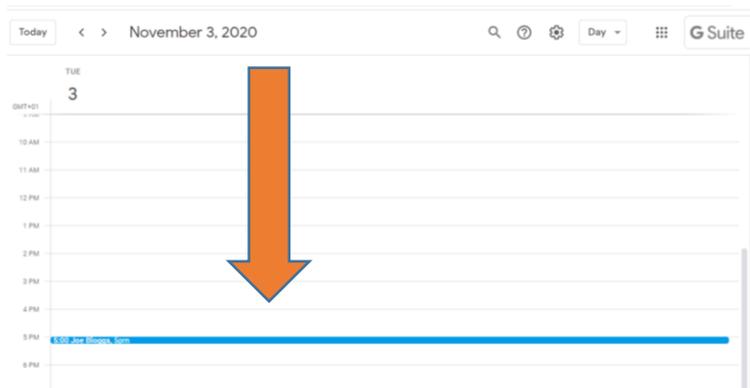
Step 2) Once you have signed in, click on the 9 dots on the top right hand side.



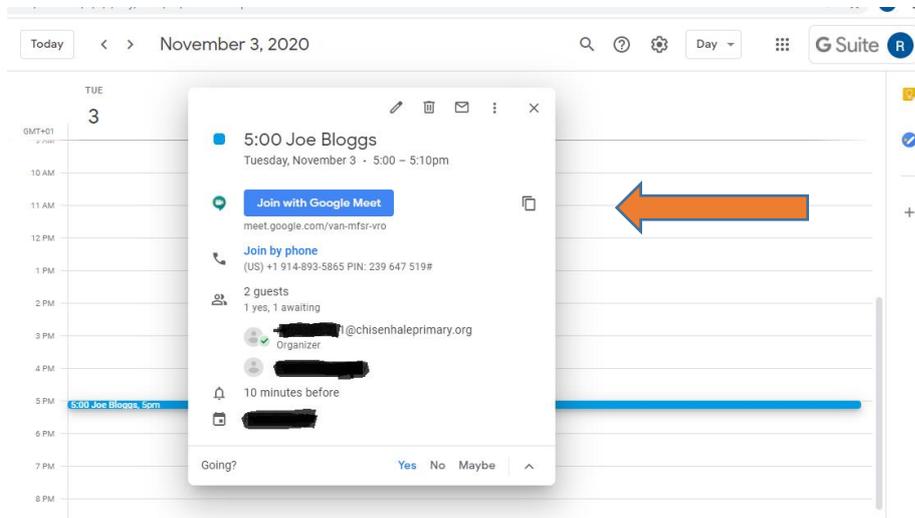
Step 3) Select the Calendar Icon



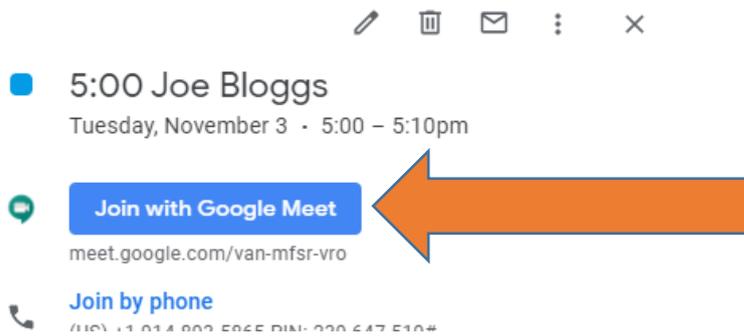
Step 4) The Calendar will open and you will see your child's name in the appointment slot.



Step 5) Click on this appointment. And this is what will appear.

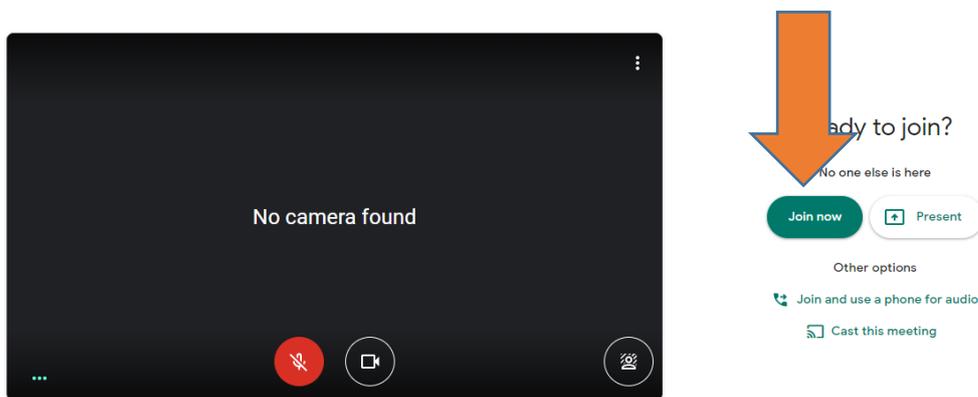


Step 6) Click the 'Join Google Meets' button



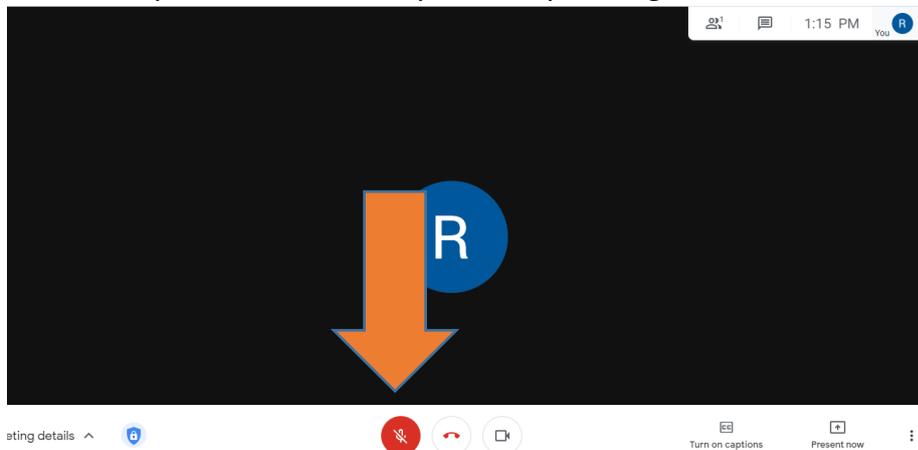
Step 7) This screen will appear. Click the button that says 'Join Now'

Make sure to give Google classroom access to your microphone and camera when it asks so that the teacher can see and hear you during the appointment.



Step 8) You are in the meeting! You should be able to see your teacher on screen now. (Instead of a letter)

Make sure you have un-muted yourself by clicking this button.



Step 9) To end the meeting press the red phone to hang up. Teachers have very tight schedules so will have to end the meeting at the assigned time.

