

Grasmere Primary School

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Tuesday 6th October 2020

Parent/ Teacher Meetings

Dear Parent or Carer,

Please note, parent/teacher meetings will take place on the **20th and 22nd October from 3.45-6pm**. As the Borough has advised against face to face meetings, these will be held **virtually via Zoom**. Please read the following information carefully to ensure you can access the meeting.

1. You will receive a text with a link, the meeting ID and passcode to access the meeting via Zoom*
2. Following this, you will receive a text with a specific time for you to meet your teacher**.
3. Please log on **5 minutes before** your allocated time. You will then wait in the waiting room until the teacher lets you in to the meeting.
4. Once your meeting begins, the class teacher will then discuss how your child has settled, any successes or concerns and also give an opportunity for you to talk about anything concerning your child.
5. The meeting will **last 10 minutes**. After 10 minutes, the teacher will end the meeting to let the next Parent/ Carer in.

We hope you can understand the necessity to be strict with the timings. If there is anything further that needs to be discussed, you can request a follow up meeting. This is new and challenging to administer. For this reason we urge you to make your allocated time and apologise that you do not have a choice this time round. We will try to bear in mind siblings and ensure the meeting times do not overlap. If there is a specific issue, please contact your teacher in the usual way.

Thank you for your support and cooperation in ensuring these meetings are as meaningful for you and your teacher as possible.

Kind regards,
Nick

*To access Zoom either install the app on your device or computer or go to zoom.us on your browser and type in the meeting ID and passcode when prompted.

**Be patient for the time. Some of you will receive a time soon after the initial meeting invite, others might have to wait up to a day or two.



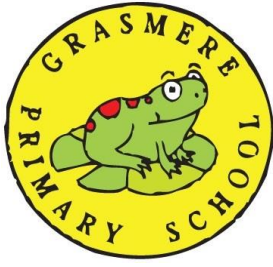
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