



Parents' Evenings Using Teams

JANUARY 2021

We are delighted to recommence our Parents' Evenings and to have the opportunity to discuss your child's progress with you. Although we'd love to be able to meet face-to-face, this is obviously not possible at the moment. We realise that for some of you the use of remote meeting technology may seem daunting, but we hope that you will find the experience just as straightforward and informative as a regular Parents' Evening. An overview of how the evenings will run is given below, followed by a step-by-step guide explaining what you will need to do.

Overview

- Parents of Years 12 and 13 will have 5 minute meetings with each of their child's individual subject teachers.
- All other year groups will have a single 10 minute meeting with the child's form tutor or Head of School.
- For Years 7-11, if you have follow-up questions for specific subject teachers after the evening, please email them to reception@qegs.co.uk with 'For the attention of [teacher's name]' in the subject line. They will be forwarded to the relevant teacher who will get back to you as soon as possible.
- Your child should be present with you for all meetings: at the start of the meeting, you will be required to turn your camera on (at least temporarily) with your child also in view, so that our teachers can be sure of who they are talking to. Please note that meetings will **not** proceed until this safeguarding step is completed.
- Some teachers may choose to have their camera on throughout the meeting but this is at their discretion. Those who are not using their cameras will share a screen showing your child's latest assessment data instead.
- Meetings must not be recorded.
- Appointments will be made in school (or in virtual lessons) by the pupil in negotiation with their teacher(s). It is absolutely **essential** that everyone sticks rigidly to these appointment times: teachers will **not** admit any parent to a virtual meeting other than during their pre-booked time slot.



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Booking your appointment window(s)

1. Your child will receive a booking sheet with the evening divided into 10-minute slots.
- If they are in Years 12 or 13, decide on a range of times at which you can be available to meet their subject teachers. The actual meetings will only be 5 minutes long, but the slots will span 10 minutes to provide a little bit of 'breathing room' at the start and end of the meeting. This will give everyone time to switch from one meeting to another and to resolve any technical issues.
- If they are in Years 7-11 you will only need to plan for one meeting slot of 10 minutes with your child's form tutor or Head of School.
 2. Your child should make appointments with their form tutor, Head of School or subject teachers as appropriate, recording these on their sheet. Some negotiation will be necessary, so please make sure that you have indicated a *range* of times.

On the evening

1. **You will need to be on a device with video camera, speaker and microphone capabilities.** This could be a laptop with a built in webcam and microphone, a desktop computer with a separate webcam, speakers and microphone, a tablet or smartphone.
2. Log in to your parental intranet account at <https://intranet.queenelizabeths.co.uk/> and navigate to the link that says Online Parent Meetings in the BROWSE section.

Browse

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Online Parent Meetings



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- On this page you will see a list of teachers' names with hyperlinks alongside (see screenshot below). Clicking these links will take you to the 'Lobby' of that teacher's virtual meeting. **Please only click on a link at the time you have booked with that teacher.**

Online Parental Meetings

Information

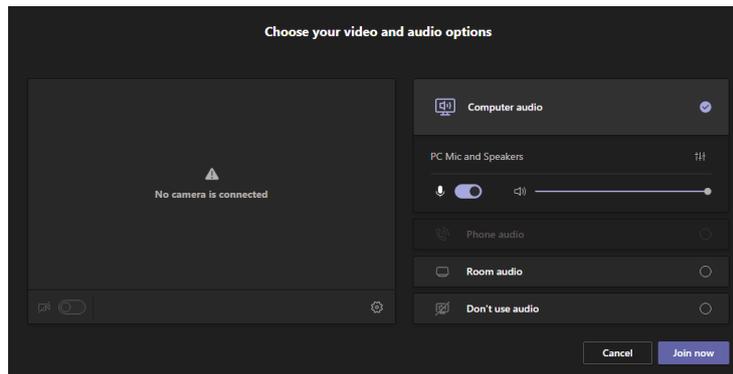
Staff Details

Please select the meeting link for the member of staff required

Staff Name	Subjects Taught	Meeting Link
Ainsworth, A (AA)	Computer Science	Start Meeting
Ainsworth, R (RA)	Combined Science, Physics, Science, Tutorial	Start Meeting
Allen, B (BA)	History, Sociology	Start Meeting
Allen, S (SA)	Mathematics, Numeracy, Tutorial	Start Meeting

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- The teacher will receive a notification informing them that you are waiting in the lobby. When they have finished their previous meeting and are ready to meet you, they will invite you to **Join** the meeting. Click the button to do so.
- Turn on **Computer audio**, ensuring you have a microphone connected if necessary (most laptops have built in microphones) and the camera. Then click **Join now**.
- You should either see your child's teacher or a screen with their latest assessment data, depending on whether the teacher has enabled their camera or not.
- If you haven't already done so, switch on your webcam with the pupil by your side so their teacher can verify your identity. You do not have to keep the webcam on after this if you prefer.
- At the end of the meeting please click the **Leave** button. If you have another meeting to go to (i.e. Years 12 and 13) then you will need to go back to the intranet page and follow the link to your next meeting.





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Practice makes perfect!

We recommend that you try out one of the links from the intranet in advance: they should take you to the lobby of a meeting and will allow you to check that your hardware and software are working ahead of the evening. Please let us know if you come across a link which is not working!