

Guide to Parent/Teacher Meetings via *Google Meet*

Booking Procedure

All bookings should have been requested by now, but if you would like an appointment and have yet to make one please contact the office as soon as possible on Monday and they will do their best to assist.

Devices you may use

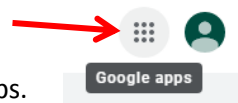
- Laptop - no additional installation needed.
- Tablet/smartphone – install the *Google Meet* app (for Apple or Android) in plenty of time to check that it works correctly (not just before the meeting!).

Check Booking

- The day before your appointment, log into *Google* using your child's school login details, and check that there is a booking on the Calendar at the time you are expecting. If there isn't, please contact the school office.

To open the Calendar

Click the 'waffle' (top right) to open your apps.



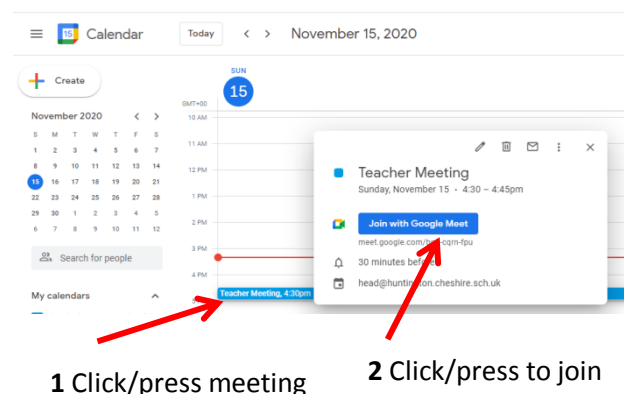
Click the Calendar icon



- There should be a red line on your Google calendar, indicating the current time – if the time doesn't seem correct, you may need to change the Time Zone to GMT +00:00: do this via Settings, Time Zone.

Joining the Meeting

- At the allotted time, log in and click on the appointment in your calendar, then on *Join with Google Meet* (as right).
- The meeting may open a new window: check that you are in the correct chat.
- If using the app on a smartphone (not really recommended), you may need to select 'Desktop' at the bottom of the screen in order to see the booking (in full screen view) - see screenshot below.



1 Click/press meeting

2 Click/press to join

During the Meeting

- Appointments do need to run to time – this is as per usual, but with virtual meetings there is little flexibility without impacting on other parents/carers. Ten minutes are allocated for the meeting – the other five are to allow for entry/exit to meetings.
- Children should not be present during the meetings, which should not be recorded.
- If no connection can be made, the teacher will phone your primary contact number, either to carry out a phone meeting or, if there is insufficient time, to suggest rescheduling. The caller will show as 'number withheld' – please answer if it is your appointment time.
- If internet issues cause vision freezing, the teacher may suggest that cameras are turned off (audio-only meetings use less data).

Bear in mind

Inevitably we will be relying on internet connections and other variables that are out of our control. If things do go awry with your meeting, the teachers will attempt to complete a phone meeting instead – and if that isn't possible either, we will rearrange for a later date.

Screenshot for smartphone users showing Desktop view selection

