



COVID Parents Evening Protocol

Parents will:	Teachers will:
<ul style="list-style-type: none">• Sign up for a 10-minute appointment via Teachers2Parents.• Be ready in the Zoom waiting room at the allotted day/ time (it takes a few minutes to connect so please allow for this)• Ensure the child's name is showing on the screen (not parent's name)• Limit distractions in the background.• Notify teachers via Dojo if they cannot attend the meeting.	<ul style="list-style-type: none">• Provide 2 parents evenings (Tuesday & Thursday 4.20-7.00pm).• Post on Class Dojo the link to a Zoom meeting which will host the Parents evenings.• Admit each parent from the waiting room at the allotted time and end the meeting at the allotted time.
<ul style="list-style-type: none">• Neither school nor parents will record/ screenshot/ photograph the meeting.• Mrs Cross may join meetings where she is involved with the child through the SEND register.	