wildernschool

Protocol for Virtual Parents Evenings Using Google Meet

As per the Government Guidelines on COVID-19, we are only able to run virtual events at this time, and therefore all our parents' evenings will be taking place online until further notice.

Parents' evenings are important events which enable you to discuss your child's strengths and weaknesses, share concerns, and take an active part in their education.

Booking appointments is via the paper based parents' evening booking form which your son/daughter will take to their teachers to make the appointments.

We will share via email all the required links for the evening and a helpful film on the Tuesday before parents evening.

Please test the technology before the meetings so that you can join on time
Please click here to test Google Meet works. Click "start a meeting", type your initials as the meeting name, and allow camera/sound and you should be able to see yourself. If you can then everything is in place for the meetings.

As virtual parents evenings are new to us, we thought it important to establish some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

- Conversations should take place in appropriate rooms eg kitchen, lounge, study and not in a bedroom All participants should be appropriately dressed as they would be for a real life face to face meeting
- No conversations should be recorded or photos/screenshots taken
- Please ensure you enable video where possible so that participants can see each other
- During the meeting, please keep your device stable so that your image is not constantly moving around
- As at face to face parents evenings, your son/daughter is welcome to attend, please try to be on time as the slot times are not flexible at all and we will need to start/finish exactly on time
- Other siblings should not be in the room when the meeting is taking place
- Please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.

Tips for troubleshooting

- Staff have checked their devices work so we hope all is well at our end.
- We recommend you use Google Chrome if possible as your browser for these meetings.
- Try logging on up to an hour before - if you can't see "Google Meet Video of yourself" check as below:
    - Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them
    - Better sound is achieved if only one person speaks (closely) to the microphone at a time or using microphoned headphones that might have come with your phone.
    - If one party loses connection please just wait whilst they log in again - you should be able to rejoin
    - If there is a sound /display issue try clicking the microphone/camera icon off and on again or click here
    - Blurring your background will increase the load on the device you are using and slow it down.
    - If there is still an issue try logging off and logging on again or try another device if possible
    - If your son/daughter has a Chromebook these will work well for the meetings
    - Please check the name on the account you are using as this will be displayed to the teachers.
    - **Do not** join the meetings too early as you might be removed from the meeting by mistake. We are going to be using this as our time standard if you are removed from the meeting twice in an evening for arriving too early you will not be able to rejoin with that link to that teacher.
    - We cannot do any more on the night so **please be forgiving in case of a technical hitch:** we are doing our best to make this as smooth as possible. If you miss a conversation the teacher will phone you in the next couple of days.

A reminder that parents must attend each meeting on time because we have to adhere to strict timings to enable us to stick to the schedule

All video meetings are encrypted in transit by default between you and us. Google Meet adheres to IETF security standards for Datagram Transport Layer Security (DTLS) and Secure Real-time Transport Protocol (SRTP).