



# CLIFFE V.C. PRIMARY SCHOOL

MAIN STREET, CLIFFE, SELBY, NORTH YORKSHIRE, YO8 6NN

ADMIN @ [CLIFFE.N-YORKS.SCH.UK](mailto:CLIFFE.N-YORKS.SCH.UK)

01757 638426

RE ; Virtual Home / School Consultation Evenings

15:50 - 18:00 on the 16th and 18th November 2020.

Dear Parents/Carers.

Due to the current restrictions in school, we are unable to offer Home / School Consultation Evenings in the way that we are used to doing. Although we are restricted, we believe it is vitally important we have an opportunity for staff and families to discuss the learning of each child who attends Cliffe VC.

In order to fulfil this expectation, we are holding our first ever Virtual Home / School Consultation Evenings on the 16th and 18th November 2020.

The sessions will be held through Zoom, based on 10 minute slots per child. This will be an opportunity to discuss your child's return to school since September as well as their next steps moving forwards.

You will be allocated a date/time based upon the responses you gave to the previously circulated survey. Your slot will be communicated to you via a time slip sent home with your child. If this is no longer suitable please **email us on [admin@cliffe.n-yorks.sch.uk](mailto:admin@cliffe.n-yorks.sch.uk)** . **Please do not call to attempt to rearrange these appointments as we do not currently have admin capacity to handle such calls.**

To attend your child's meeting, you will need to join the correct Zoom call in advance of the specified time. Details for each class will be sent out separately via email, if you have more than one child in school it is important you use the joining instructions in the email relating to their own class. When joining, you will enter a waiting room area from which the class teacher will give you access to the meeting at the set time. All sessions will last for 10 minutes. If further discussion is required, a separate phone call will need to be arranged to ensure everyone receives the same opportunity to talk with the class teacher. In order to guarantee access, please ensure your Zoom user name is easily identifiable (ideally showing the surname of your child) to ensure teachers provide access in the correct order.

Furthermore, we please ask for your patience as we try our hardest to stick to the timings agreed. This is something of a 'brave new world' for all of us and teething problems may well occur !

Before the event, please read the disclaimer found below. By joining the Zoom meeting it is understood that you agree to the terms laid out below. In order for meetings to be successful, you will need to be familiar with Zoom and agree to follow these terms at all times.

If you have any issues regarding the above detailed process, please contact the school office **via email on [admin@cliffe.n-yorks.sch.uk](mailto:admin@cliffe.n-yorks.sch.uk)** and we will be happy to help. We thank you for your continuing support and look forward to Zooming you soon !





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## Home / School Consultation Evening Disclaimer

Zoom Home / School Consultation Evenings November 2020

*Important disclaimer: By accessing the zoom meeting, you are agreeing to share your personal information and data within a controlled environment. You are also agreeing to the terms of use below.*

A beginners guide to Zoom can be found here –

<https://support.zoom.us/hc/en-us/articles/206175806>

Meeting IDs and a 9-digit, **class specific** passwords will be sent to you via email. You will need these details to access your consultation evening appointment via Zoom.

Please be aware that the following apply to live sessions:

- Switch the settings to have microphones and videos on when joining a session.
- Sessions are NOT to be recorded by Parents / Carers or pupils (on any device).
- During sessions, screen shots using the device or other devices are strictly NOT allowed.
- Usernames must be easily identifiable by the class teachers - ideally showing the surname of your child. If we are unable to identify you it is possible your appointment will be missed.
- The host (Teacher) is in control of the session / screen.
- Be conscious of background environments and others in the room.
- Staff, Parents / Carers and pupils will wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.





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- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for Parents / Carers if other distractions in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join but your session will be brought to an end at the pre-scheduled time, not ten minutes from the delayed start time.
- Please bear in mind that sessions will not go over the given time allocated, as this will have an impact on other appointments. Teachers will be obliged to close your session at the end of the allocated time.
- If at any point a member of staff feels these terms are being broken or is made to feel uncomfortable with the tone of conversation they reserve the right to end the call with immediate effect.
- We thank you in advance for reading this information and look forward to Zooming you soon.

