



Alameda Middle School

Inspire • Achieve • Excel

4th November 2020

Virtual Meet the Form Tutor Evening - Wednesday 4th November 2020

Dear Parents and Carers,

As you will be aware, due to the current COVID – 19 restrictions, we will be holding a virtual Meet the Form Tutor Evening tonight from 4pm-7pm.

This is an opportunity for you to meet your child's form tutor on line using 'Google Meet', to discuss any general issues, how well your son/daughter has settled into the new school year and adapted to the changes.

The time allocated for these appointments is **five minutes**. If you have a concern that will require more time for discussion, please contact the school office to arrange an appointment with the teacher for another date. Alternatively, you can email your child's form tutor directly.

Please note, that once you have asked to join the meeting, you will have to wait for the teacher to finish their previous appointment. At the allocated time, the tutor will then click on the prompt on their screen to invite you to meet. The meeting will then begin. Please check that your camera and microphone are 'on'.

To support you with this new way of conducting this type of event, I have included the information for the evening itself, taken from the guide previously sent to you.

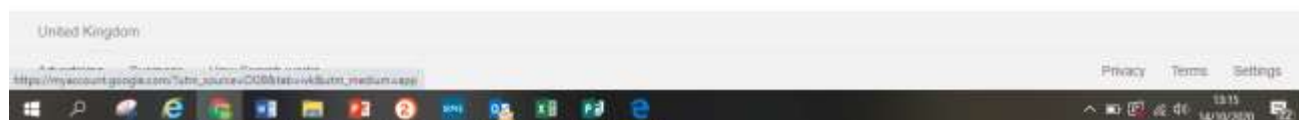
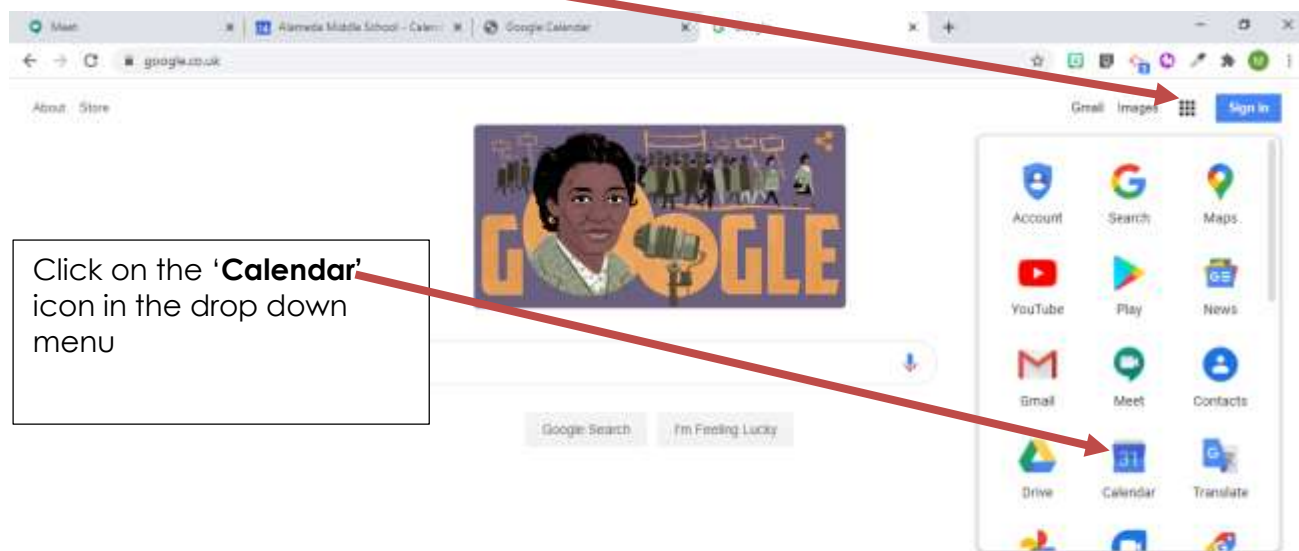
We hope your meeting gives you a better insight into how your child has adapted to the changes imposed by the present restrictions.

Yours sincerely

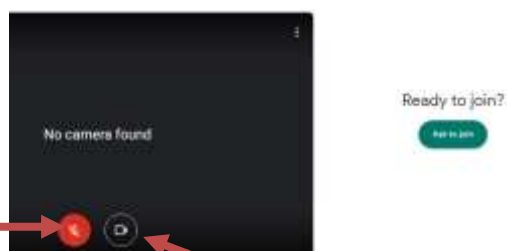
Julie Barrows
Deputy Headteacher

On the evening itself

Open Google and look for the **waffle** in the top right corner of the screen



When you click on the 'Calendar' the event will appear on the screen



This camera is 'ON' but the microphone is on 'MUTE', click on it to be able to speak

Click on ask to join.

This will then show as a prompt on the teacher's screen,

The teacher will then 'invite' you to join.

At this point, you will be able to see and speak to each other, if the camera and microphone are **on**.

At the end of the 5 minutes, **the teacher will end the call to allow the meetings to stay on time**. If more time is required, please email the teacher so this can be arranged.