

Virtual Parent and Carer Appointments – Spring 2022

14 January 2022

Dear Parents and Carers

We would like to invite you to attend a virtual appointment with your child's class teacher. These are being held on Monday 31st January and Thursday 3rd February between 3.20 (3.30 SIS) and 6.00pm. We will be using Microsoft Teams to conduct these appointments. They will all last for 8 minutes, to enable the teaching team to move between appointments. We have asked the teachers to ensure that they stick to this 8-minute slot, as it will not be possible to allow any appointments to overrun.

The system used for booking these appointments is the same online booking facility that we have been using successfully for a number of years now. The difference will be that once you have booked your appointment, the class teacher will set up an 8 minute 'Microsoft Teams' meeting for you, sending you an invitation to join, during the week commencing 24th January. We are asking all parents and carers to join using their child's Teams account in the same way that you joined for your Autumn 2021 appointments. A reminder of the Teams protocol has been sent with this letter.

We kindly ask that you 'join' your meeting 5 minutes prior to your set appointment time to ensure that you have good connection and that your microphone and camera settings are switched on. You will be held in a 'virtual waiting area' and the teacher will admit you as soon as they have finished with the previous appointment.

Booking will open at 5pm on Wednesday 19th January and close at 10.00pm on Sunday 23rd January. Please visit the school website and select 'School Life' then 'Parent /Teacher Appts' to schedule your appointment.

We hope that you find the virtual parent and carer appointments useful and enjoy celebrating all of your child's achievements with them.

Yours sincerely



L Wilby
Executive Headteacher



E Curthoys
Head of School SIS



L Peterkin-Aldred
Head of School SJS

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THE
DE CURCI TRUST

The De Curci Trust is a charitable company limited by guarantee registered in England and Wales with company number 10646541. Its registered office address is Springfield School, Central Road, Portsmouth, PO6 1QY, United Kingdom.

Solent Infant School and Solent Junior School are business names used by The De Curci Trust.

Trustees: C Batstone, A Beane, A Cufley, S Hamilton, L Sinnott, D Smith, S Spivey, L Wilby
Chief Executive Officer: Ms S F Spivey BSc MA



Parent and Carer Protocol – Microsoft Teams Appointments

You will soon be taking part in your second virtual parent and carer appointment of the year. To help these meetings run smoothly, we have put together the following protocol. This clearly outlines what you can expect from our teachers, as well as what we ask of you when joining the meeting. Please make sure that you have read this protocol in advance of joining your meeting.

What you can expect from our teaching staff

- You will always be invited to your meeting on time. Your meeting will finish promptly so that other parents and carers are not kept waiting.
- The teacher will have their camera and microphone turned on during the meeting.
- They will be dressed as if in school and will display a bank blurred background screen if not in the school environment.
- There will be no background noise during the meeting.
- They will never be in a room at home where they or you can be overheard – your discussion will remain confidential to those present and on screen in the meeting.
- You will not be recorded unless you are specifically asked for a purpose agreed by both parties.

What we expect from you

- Please be ready and waiting 5 minutes before your meeting start time and be ready when the teacher invites you into the meeting.
- Make sure you are seated in a safe and appropriate place and that you have chosen a background screen or blank wall as a backdrop.
- Make sure you are in a quiet place where you won't be disturbed and there is no background noise.
- Please dress appropriately as you would if you were attending school appointments.
- You must never record or take pictures or screenshots of any meeting either using Teams itself or any other recording device (including phones). It is against the law!
- Please keep your microphone and camera on throughout the duration of the meeting.
- Please make sure that you are in a room where you can't be overheard – your discussion must remain confidential to those present and on screen in the meeting. Please declare at the beginning of the meeting if there is anyone else present in the room.
- Parents and carers can decide whether or not they would like their child to attend the meeting and take part in the discussion.

Please note, senior leaders will be 'popping in and out' of meetings throughout the duration of the scheduled appointments for monitoring purposes. If somebody joins you in the meeting, they will introduce themselves and then remain as an observer for the remainder of the meeting unless invited into the discussion by participants.

