



Knox Academy

Head Teacher: **Susan Cook BEd (Hons) MEd SQH**

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13 October 2020

S3 Parents/Careers

S3 Parent Consultation Evening 3 November 2020 5pm – 7pm

Due to the current Covid19 restrictions, we are unable to invite you into the school, and therefore we are trialling virtual parents' evenings via GoogleMeet. GoogleMeets are secure on-line video meetings through Google accounts (within East Lothian Council, Google accounts are our edubuzz system).

The class teacher will arrange appointment times during lesson time just as in previous years; the class teacher will then set up a 1:1 meeting through the pupil's edubuzz account. This will appear as a meeting in their edubuzz calendar and a link will be sent to their email inbox. We are confident that the majority of our pupils are highly skilled in how to manage these meetings following use over lockdown last term, but we will be providing individual support where required. We expect that parents and careers will join their young person beside the connected device to have a discussion about learning and progress in individual subject areas. For confidentiality reasons, we will not be adding parent email addresses to the meeting, and expect that you will join your young person for the meeting.

Appointment slots will be 5 minutes, but teachers will be working on the strict premise that conversations will not last any longer than 4 minutes; this is to allow sufficient time for teachers to access their various appointments.

Feedback will only be based around pupil progress in their individual subjects. There can be no discussion of more sensitive matters beyond pupil performance. Parents should contact their child's Pupil Support Leader by emailing house communications inbox if they wish to discuss any particular pastoral concerns.

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We have been assured that the bandwidth within the school is large enough to support 70 Google Meets occurring at the same time, but if the internet connection is slow teachers may turn off their cameras. If you would be more comfortable turning your camera off at home, then please feel free just to use the audio setting (your young person knows how to do this). We also ask that you do not record any of the meeting, or take photos during the call. If staff are concerned about any aspect of the discussion during the online meeting they have been advised to terminate the call.

There should be no barrier to accessing these virtual meetings, and if you are unable to access a device that has capacity for audio or video calls, then please ask your child to speak their Pupil Support Leader who can lend them a school chromebook for the evening.



This is a new way of working for us all, and we are trying to support the teaching and learning of Knox Academy pupils as best we can. Therefore, please be patient with us if the technical side of the meetings do not go fully to plan. We will be sending an evaluation form after to help us improve our service going forward. For those who are new to our community, and have not had a chance to see inside the school building, we have created a virtual tour of the school, including Meadowpark, which is on our school website ka-net.org.uk/virtualtour. Whilst we realise this is not the same as being shown around the school, it is again the closest we can get at this time.

We look forward to seeing as many of you online as possible between 5pm and 7pm on Tuesday 3 November, and hope that we can have you in the building for face-to-face meetings again before too long.

Yours,

A handwritten signature in black ink, appearing to read 'Alice Clubb', is centered within a light grey rectangular box.

Alice Clubb
Depute Head