



Knox Academy

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S1 Parents/ Careers

Re: S1 Parent Consultation Evening Wednesday 2 December 5pm – 7pm

Due to the current Covid19 restrictions, we are unable to invite you into the school, and therefore we are running our 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. If parents are living apart and both would usually attend parents' meetings, the pupil can forward the link to a second email address for another account to access from a different household. However, if the pupil is not online, we will not conduct the meeting and will terminate the call.

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.

As is always the case with an S1 parents' evening, where staff are teaching multiple classes in the year group, it will not be possible for them to have appointments with all learners. Therefore, if you have a specific concern, or wish to discuss something from the recently issued report, then please request an appointment. Otherwise, class teachers will be allocating appointments as effectively as they can. 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 communication inboxes if they wish to discuss any particular pastoral concerns. (garleton@knox.elcschool.org.uk, lammerlaw@knox.elcschool.org.uk, traprain@knox.elcschool.org.uk). Equally, Pupil Support Leaders have appointment times available if you would like to email them at the above addresses to set up GoogleMeets. Learning Support Staff are also on hand for appointments, and these can be requested by emailing Dr Lyon directly at vlyon@knox.elcschool.org.uk



Having run our S3 parents' evening successfully in this manner earlier in the term, we are confident that the bandwidth within the school is large enough to support 70 Google Meets occurring at the same time. However, 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 to 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, which is on our school website knox.is/tour and knox.is/meadowparktour. 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 Wednesday 2 December, 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', written in a cursive style.

Alice Clubb
Depute Head