



Castledon School

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30 September 2020

Dear Parents /Carers

We would like to invite you to the autumn term parent's consultation, which will take place on:

Wednesday 4th November 2020

It will be done either virtually via Google Meet or over the telephone, depending on your preference. This will provide you with an opportunity to discuss your student's progress with the teacher.

Please complete the reply slip below by **5th October 2020**, identifying the time slots that would work best for you and whether you would prefer a telephone call or a virtual meeting. You will be allocated a 10 minute slot within a 30 minute window. Please indicate as many as possible. We will do our best to accommodate all preferences, however times will be allocated by the class teacher on a first come first served basis. You will receive confirmation of your time by email from the class teacher.

Please also provide a contact number or email address for either a telephone call or virtual meeting.

Yours sincerely

L Bazley

Mrs Bazley
Head of School

Child's name: _____ Class _____

Please kindly circle your preferences:

Virtual meeting

Telephone call

3:00-3:30	3:30-4:00	4:00-4:30	4:30-5:00
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Telephone no: _____

Email address: _____

How to use Google Meet (its free)

To sign up for the free version of Google Meet, go to (<https://meet.google.com>). Enter your name, email, country and primary use for Google Meet (personal, business, education or government). Agree to Google's terms of service, and hit **Submit**.

Once you sign up, here's how to use the free version of Google Meet:

1. Go to meet.google.com (or, open the app on iOS or Android, or start a meeting from [Google Calendar](#)).
2. Click **Start new meeting**, or enter your meeting code.
3. Choose the Google account you want to use.
4. Click **Join meeting**. You will have the ability to add others to your meeting, too.

And that's it! Happy video chatting.