



THE DEAN TRUST

Believe Achieve Succeed

Chief Executive: Mr Tarun Kapur CBE
Chairman: Mr Damian McGann

Parent Guidance for Year 11 Remote Parents Evening

Dear Parents/Carers,

Please find below information produced from the Dean Trust regarding what information your son's / daughter's teachers will be able to discuss in Monday's Year 11 Parents Evening:

As the guidance to schools regarding how grades will be awarded this year has yet to be confirmed, The Dean Trust has advised us that teachers will unfortunately not be able to discuss your son's/daughter's projected GCSE/BTEC/Cambridge National grades at this time.

Please be assured that the Trust will inform you of the process that all schools will need to follow in determining these grades once we have been informed by the Department for Education and Ofqual.

During the parent meeting, staff will be able to:

- discuss your child's health, wellbeing, progress and learning habits
- provide you with information about how your child has been engaging with onsite/remote education including the quality of work they have produced
- share your child's strengths and areas for improvement from the November mock examinations
- advise you as to what your son/daughter should be doing to support their learning in each subject
- provide information, support and guidance on next steps in terms of education, employment and training
- answer any other questions you may have related to your child

Protocols for Parents.

As remote meetings are new for The Dean Trust, we believe it important to share some protocols to safeguard the meeting.

- Remote meetings should take place in appropriate rooms e.g. kitchen, lounge, study and not in a bedroom.
- All participants should be appropriately dressed as they would for a parents' meeting at school.
- No conversations should be recorded.
- Both audio and video should be on for the meeting.
- As, would be the case for onsite meetings, your son/daughter is encouraged to attend. (Secondary Schools only/ where relevant)
- Please be punctual as the times are not flexible.
- Please be patient at the start of each appointment, as the teacher can begin the meeting at any point within the first 30 seconds.
- The meeting should be between the teacher, student and parent. Only meetings from one household are permitted. Should parents from two different households require appointments please arrange separate appointment times.

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Cecil Avenue Sale Cheshire M33 5BP

t: 0161 973 1179

e: office@thedeantrust.co.uk

w: www.thedeantrust.co.uk

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- We are proud of our very positive and constructive relationships with our parents and it is important that this continues. Our staff will be respectful, professional and courteous at all times. We would ask the same in return.

Tips for troubleshooting

- Please read the guide carefully before the evening to ensure that you are using a suitable browser.
- Try logging on up to an hour before to check that your link is working. If you cannot see “Join Video Appointments” check the points below.
- The parent who made the appointments MUST be the person who then logs into the system.
- Ensure that you have used the log in details that were provided in the initial letter.
- Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them.
- The sound quality is better if only one person speaks at a time.
- If one party loses connection, please wait whilst they log in again - you should be able to continue the meeting.
- If there is a sound /display issue, try clicking the microphone/camera icon off and on again.
- If there is still an issue try logging off and logging on webpage, or try another device.
- If possible, have another device ready for you to log on and use.
- Meetings have a pre-set time. The duration cannot be extended. When the time expires the meeting will end. If you have any further questions for the teacher please contact school in the normal way.
- If you miss an appointment, please contact the school so an alternative arrangement can be made.

Yours sincerely

Mr Brown

Assistant Headteacher (Key Stage 4)

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