



# Holywell Primary School

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Headteacher: Mr Coert van Straaten MA. Ed, Dip Edu, NPQH  
*we are a learning community with the spirit to succeed*

8<sup>th</sup> February 2021

Dear Parents/Carers

Please find below instructions to join the Parents' Evening sessions planned for tomorrow and Thursday. We ask that parents join the meetings this way. If you experience problems when joining the meeting please contact the office in advance of the meeting.

Parents need to ensure that they use the Chrome browser or a Google Classroom app to join the meeting.

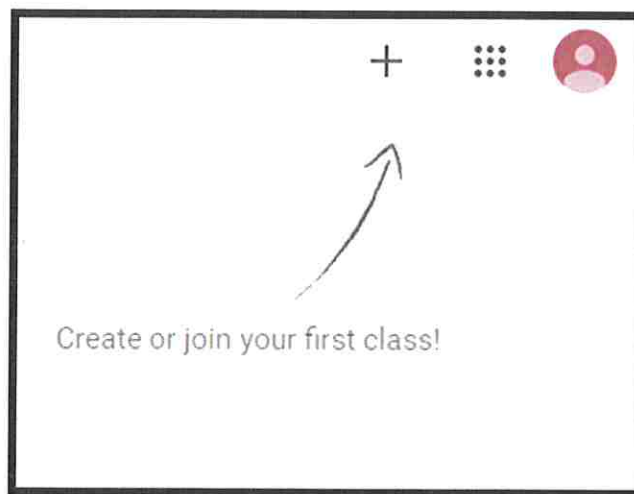
Teacher will make the google classroom meeting link available after school and before parents evening start on the respective nights.

## Step 1:

Go to <https://classroom.google.com/u/0/h>

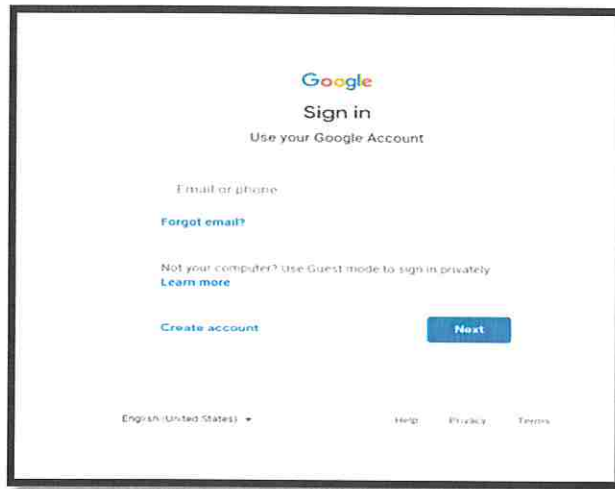
## Step 2:

Click on the Icon in the top right corner to sign in



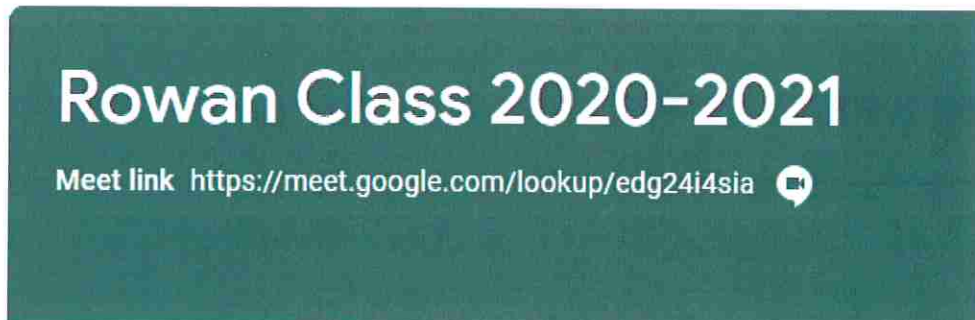
**Step 3:**

Enter your child's google classroom username and password.



**Step 4:**

Click on your child's class and then on the meeting link



This will prompt you to ask permission to join the meeting. Once your appointment time arrives then the teacher will allow you into the meeting so that there is not an overlap between parents. It is very important that we stick to the meeting times. That way parents will each get their allotted time to meet and will also ensure that we run on time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C van Straaten'.

Mr C van Straaten  
Headteacher