



# DUNBAR GRAMMAR SCHOOL

Dunbar Grammar is a caring community where you can RISE to be your best  
RESPECT INCLUSION SUPPORT EFFORT



Summerfield Road, Dunbar, East Lothian, EH42 1NJ

Tel: 01368863339  
Fax: 01368864798

[www.dunbargrammar.org.uk](http://www.dunbargrammar.org.uk)  
twitter: @DunbarGrammar

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Headteacher  
C Slowther

Depute Headteacher  
E Offer

Depute Headteacher  
R Maxton

Depute Headteacher  
D McBride

23rd March 2021

## S1 Virtual Parents' Evening Tuesday 30th March 5.00 – 7.30pm

Dear Parent/Carer,

We believe that it is vital for you to have the chance to meet your child's teachers and have the opportunity to discuss their learning and progress this session. Due to current restrictions and guidance from the Scottish Government we are unable to do this in the usual face to face format we would prefer. Instead, we are looking to recreate our parents' evenings in a virtual manner using Google Meet.

**Tuesday 30th March** will be our S1 virtual parents' evening. The evening will be run entirely through Google Meet and you will have the chance to sign up to appointments to speak with your child's teachers.

**Bookings for appointments will go live on Tuesday 23rd March 5:00pm** – instructions and hyperlinks to teacher calendars will be emailed to your child's EduBuzz account at this time. Using your **child's EduBuzz account** you can then make appointments to see the relevant teachers. Please try to leave gaps between the appointments to allow time to join the meetings with the next teacher. Booking for appointments will close on **Monday 29th March**.

On the evening you and your child should access google meet using their EduBuzz account. On the google meet home screen there will be a list of appointments that you can join by clicking on the name at the correct time. You will need to do this with a suitable device that has a webcam and microphone. This can be a laptop, Chromebook, tablet or phone. If you do not have access to any of these devices then please contact us and we will see what can be done to support you.

It will be essential that all appointments are kept to a strict **5 minute** time limit as teachers will be delivering back to back appointments. Please be understanding if a teacher has to wrap up a meeting quickly. This is essential for the smooth running of the evening.

On the following pages I have included a guide on how to make virtual appointments and how to access them on the evening.

If you have any questions regarding this or would like to discuss this further then please do not hesitate to get in contact.

Yours sincerely,  
*Duncan McBride*  
Depute Head Teacher  
[dmcbride@dunbargrammar.elcschool.org.uk](mailto:dmcbride@dunbargrammar.elcschool.org.uk)

## Guidelines\Further information

1. Parent access to the virtual meetings will be through their **Child's edubuzz** account. We will only meet with people who have made appointments using their child's EduBuzz account. To adhere to GDPR rules pupils must be present for all of their scheduled appointments. Under no circumstances should parents sign into their child's EduBuzz profile.
2. If a pupil is not able to attend the Virtual Parents' Evening, after making appointments with their teachers, parents should notify the school. You should then delete the appointments from your child's EduBuzz calendar.
3. If a child lives between two households and additional appointments are required then please get in contact with the school and we will see if we can accommodate this.
4. 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 Guidance Teacher by emailing the school's communications inbox if they wish to discuss any particular pastoral concerns.
5. If the internet connection is slow teachers may turn off their cameras. In this scenario it will be more like a phone call. Equally if you have trouble with your internet connection or experience any lag during the call then turning off your video can often resolve this.
6. If you feel uncomfortable being on video then please feel free to disable your video.
7. To ensure GDPR guidelines are followed **appointments must not be recorded in anyway**.
8. Teachers will log into appointments at the scheduled time and will remain on the call for the 5 minute time slot to allow people who may be running late a chance to join. However please note all meetings will need to end on time.
9. If you join a call and a teacher is not present then please wait for them to join. If however the teacher has not managed to join you please stick to your appointment times.
10. Please ensure all bookings are made by **10pm on day prior to bookings closing**.

## Making Appointments

### Step1

Sign out of any google accounts and sign into google using your child's EduBuzz account.

### Step2

Open up the attachment they received from us with the list of teachers and appointments, this has also been posted to the students 'home' classrooms. Find the teachers you wish to make appointments with and click on the link.

### Step3

Once you have clicked on the link it will open up a window (Picture1) that displays boxes on the consultation date, please make sure you are on the correct date – if the calendar does not open on the correct date, you can use the forward and back arrows to move to the correct day. Hover the mouse over the boxes to see the exact time of the appointment and click on the time you wish to take. If you are having trouble viewing this on your screen we recommend switching to Day view (top, right of the screen). Clicking on an appointment will load another screen up (Picture2) and you need to hit save to book the appointment, there is no need to type anything into the boxes.

Should there be no boxes left for a teacher then unfortunately this means all their appointment slots have been taken.



### Step4

To make appointments with another teacher, close the appointment screen down and go back to step2.

## Removing or changing appointments

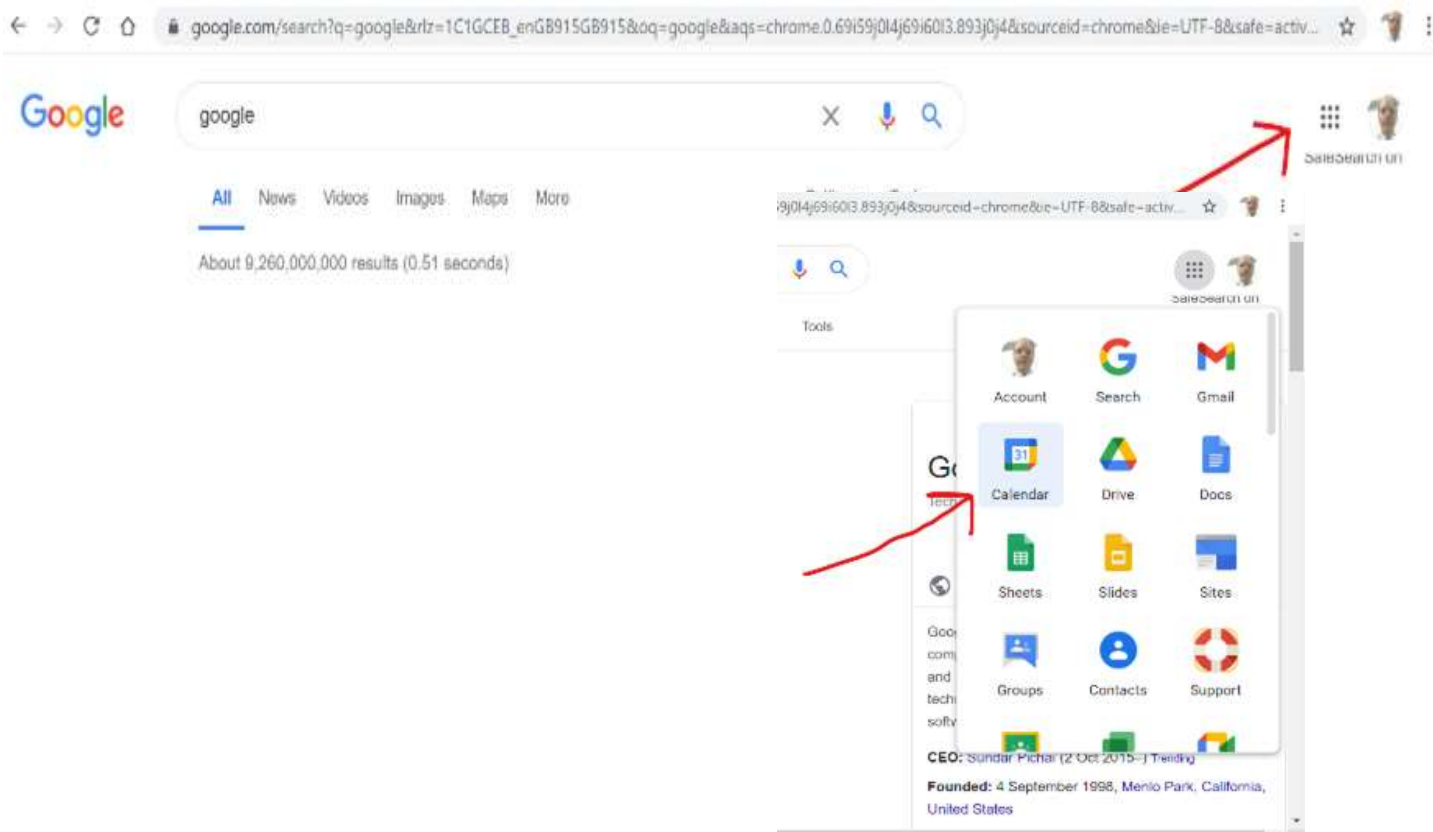
If you need to cancel an appointment either because you need to change times around or have accidentally booked two appointments then follow the steps below:

### Step1

Go into the google calendar screen. While signed into google click on the 9 dots from google and select calendar.

### Step2

Locate the appointment you wish to cancel, click on it and then click the trash icon to delete it. This will make the appointment available again for others to book and remove it from your calendar.



## Accessing Google Meet Virtual Appointments on Evening

### **Step 1**

Log into your child's EduBuzz account.

### **Step 2**

Go to the google home page, click the 9 dots in the top right of the screen and click on the Meet icon.

### **Step 3**

You will see a list of appointments and times. Select the meeting you wish join by clicking on the appropriate time. This will take you to a joining screen, once there click join meeting. At the end of the meeting press the red hang up button and on the next screen hit the '**return to home screen**'. This will take you back to the screen and you can join your next appointment.

If you are accessing google meet through a phone or tablet then the best method is to download the google Meet app. This app will display all the relevant appointments.