**INTERVIEWS November 26th and 27th 2020**

Dear parents/guardians,

Our virtual interviews on **Google Meet** will begin this week. Contacting the teacher directly is not required. Please return to the Parent-Teacher Interview Booking System to retrieve the code in the location field beside the time that you have booked.

To participate successfully in a video conference call we recommend the following:

\* Use a laptop/Chromebook/Desktop computer

\* Close all other programs that you have running

\* Use Google Chrome browser for best results

At the scheduled time, type or copy the code provided to you into your computer browser using google chrome browser, if possible.

You may be prompted by your browser to allow the use of your computer's camera and audio.

At the agreed upon time, click the green Ask to Join button. The teacher will receive a notification that you are waiting. If the google meet link is already open, there will not be a button.

\*\*\* Please note that if you attempt to join before the agreed upon time your request may be denied. Please do not try to join multiple times; it will close the link.

Please let the specific teacher you have booked an interview with know if you would like **a phone call** instead of a Google Meet.

If you would like a phone interview, please book a time slot using the link provided to the Interview booking system and email the teacher directly with the preferred phone number. They will call you at the scheduled time.

Thank you for navigating this challenging time with us 🙂

Sincerely,

John McCrae staff