

GUIDANCE AND INFORMATION FOR ATTENDING PARENTAL ENGAGEMENT SESSION

Thank you for taking the time to participate in the parental engagement session. We are looking forward to hearing from everyone.

We have drafted below guidance and information so we can ensure the meeting is run efficiently and all participants get an opportunity to contribute to the discussion. The session will be facilitated by the Chair of HSGB, Eleanor Schooling, and one of the co-Chairs of the Belonging Panel, either Andrea Powell or Marisa Childs.

General information

- Please do not forward the meeting invite or the link to the google meet. If you wish to invite someone to participate in the meeting **Please contact [Silvi Shrestha](#)**, Policy & Governance Officer.
- All those taking part will be asked to identify themselves.

Meeting Joining instructions

Hackney uses GoogleMeet to host online meetings. It is simple to use and secure.

You can join the meeting using a computer, laptop, tablet or smartphone with a microphone and camera. You can access GoogleMeet on any browser. You do not need a google account. To get the best experience, **we recommend you use a computer or laptop with a Chrome browser.**

If you are using a tablet or smartphone, you may need to download the GoogleMeet app. The app is available from the Google Playstore or the Apple Appstore.

You can join the meeting by clicking on the link provided by email or calendar invitation. The Google help centre has [additional information](#) about how to join a meeting should you need it.

If you are unable to access the meeting digitally, you can dial into the meeting using a phone. Dial the telephone number provided and then enter the PIN code followed by #. You will be able to hear the meeting, but you will not be able to see the other attendees or visual presentations.

What to expect in the meeting / meeting etiquette

- Please join the meeting 5 minutes before the meeting start time
- Any requests for admittance to the meeting will be **answered by Silvi Shrestha.**
- All invited guests should keep their camera on for the duration of the meeting
- All microphones should be placed on **mute during the meeting.** Please only unmute your mic when you are requested to speak.
- Please raise your hand or indicate using the 'Chat function' if you wish to speak or ask a question. We would like to request that participants do not interrupt each other and allow the speaker to complete their point.
- Feel free to use the Chat function to make additional comments, however, it **should not** be used to have conversations with other participants in the meeting.