

1st December 2020

Dear Parent / Carer,

As you are aware, we are holding our Parents' Evening appointments virtually next week via Microsoft Teams. You will receive an invite to your booked appointment via Teachers2Parents and you will be able to join on either a computer, laptop, tablet or phone. Please read this guide carefully before the meeting to ensure you are prepared. Please let us know if you have not received your link by Friday 4th December.

Joining via web browser on a desktop or laptop

All you need to join a Teams meeting is a link that will be sent to you. Click on this link to be taken to a page where you can choose to either join on the web or download the desktop app. [Fig. 1]

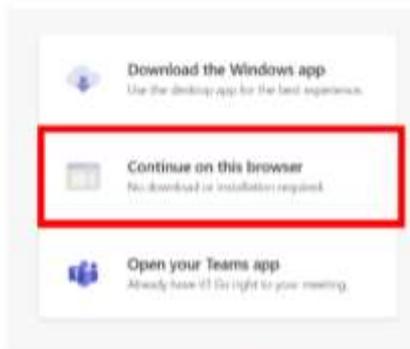


Figure 1 After clicking the meeting link click 'Continue on this browser'

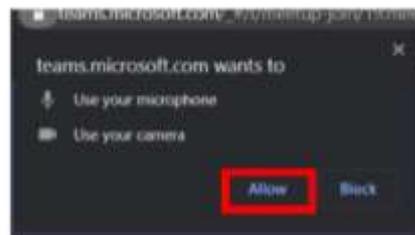


Figure 2 Click allow for access to your microphone and camera.

You will have the option to enter your name to join the meeting as a guest where you will go to the lobby where the teacher can admit you at your allotted time slot. [Fig. 3]

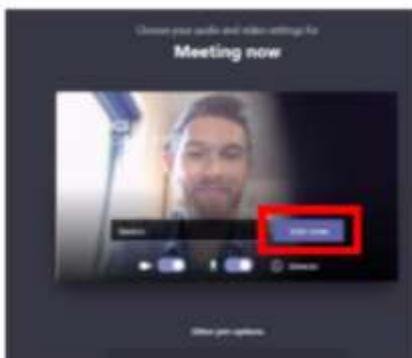


Figure 3 Type your name and click 'Join now'



Joining via mobile device (tablet or phone)

To get the best out of Teams meetings on mobile, including audio and video, you will need to download and install the Teams mobile app.

To join the meeting, click on the link you have been sent to open the app and join the meeting. If you do not have the app, you will be taken to the app store where you can download it. Please download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

If you do not have a Teams account, select Join as a guest [Fig. 3] and enter your name to join the meeting as a guest. You will join a lobby where the teacher can admit you at your allocated time slot.

Your appointment

The teacher will admit you into the meeting when they have completed their previous appointment. Your appointment is scheduled to last a maximum of 10 minutes and the teacher may need to remove you from the meeting after this time if you have not already done so.

Please try to find a quiet area for your appointment, free from distractions, and ensure that all persons are dressed appropriately and use only appropriate language during the meeting.

Links to Teams meetings should not be shared with anyone other than the intended recipient. Please be aware that teachers are in control of all meeting attendees and will refuse entry or eject any participants if necessary.

If you have any further questions regarding the Parent Consultation Evenings, please contact the school office.

Kind regards,



Mrs Aimee Proffitt
Deputy Headteacher