

Dear Parents and Carers,

This year the autumn term parent's evening meetings will be held virtually via Microsoft Teams. Microsoft Teams is a free app which can be downloaded for any Apple or Android device. Microsoft Teams can also be accessed through any web browser without downloading the app.

You can download Teams by following the link below.

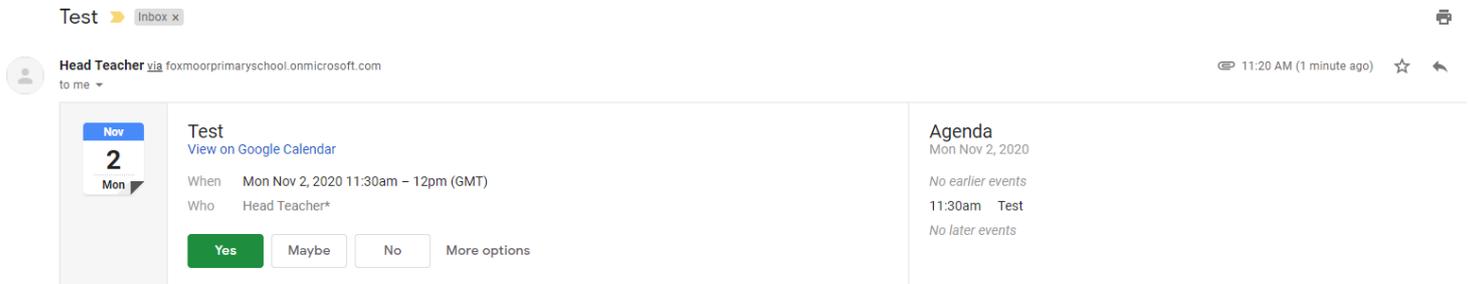
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Please note:

- Due to time constraints, the meetings will strictly be limited to a maximum of 10 minutes.
- No part of the meeting is to be recorded either via the Teams app or by any other means.

Once you have booked your meeting slot on the Teacher2Parents booking system, your child's teacher will set up a Teams meeting for the date and time that you have booked. The teacher will use the email address we hold on our school system so it is vitally important that we hold your current up to date email address.

Once the meeting has been set, you will receive an invite to the meeting via email. You can join the meeting by clicking the link.



Microsoft Teams meeting

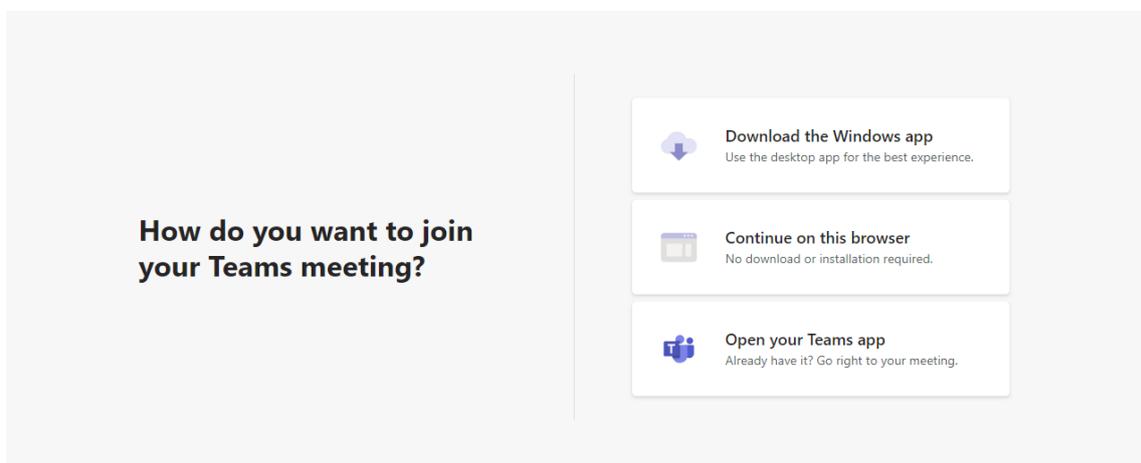
Join on your computer or mobile app

[Click here to join the meeting](#)

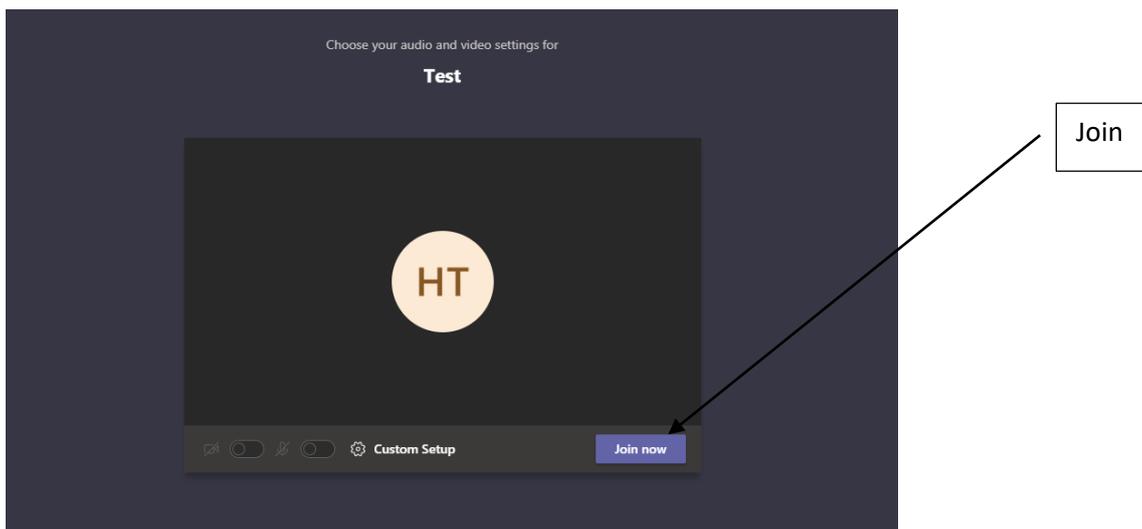
[Learn More](#) | [Meeting options](#)

The link is usually at the bottom of the email

Once you click on the link you will be given the option to open the Teams app or continue through the browser.

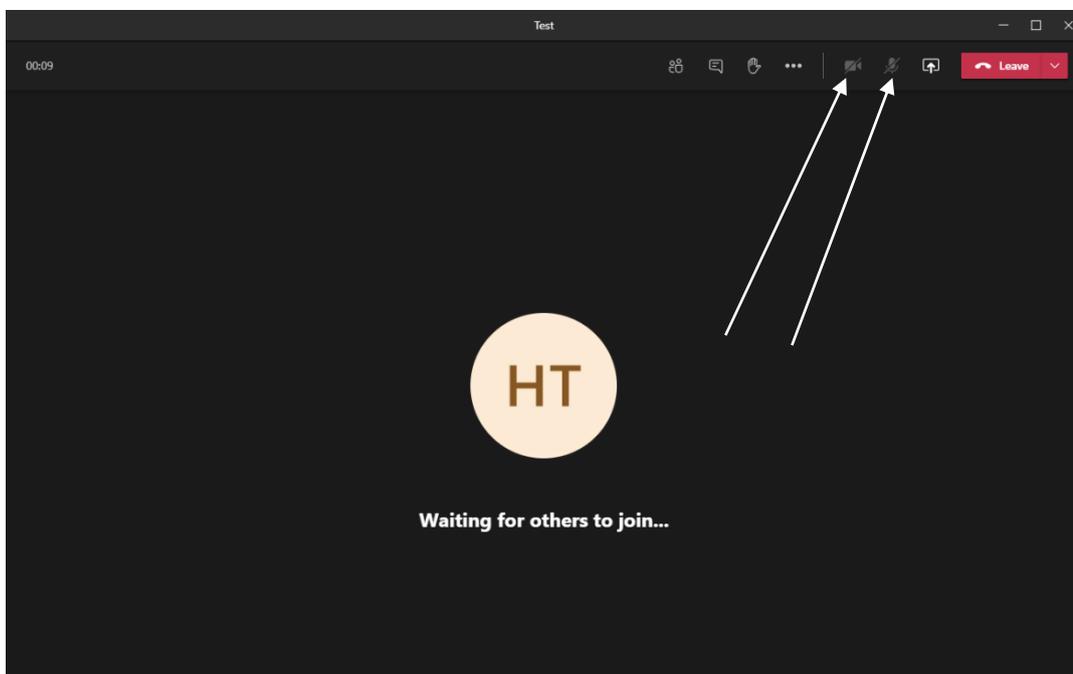


Once you have opened the app or browser version you will be given the option to join the meeting.



Once you have joined the meeting you will enter the lobby. The teacher will admit you to the meeting at the allocated time.

Sometimes the default camera and microphone settings are set to off. These can be changed at the top of the screen. See arrows below.



If you are unfamiliar with Teams, I would suggest downloading the app or accessing Teams through your web browser a few days before the meeting to check that it works. If you have any questions please get in touch.

Mr. Bridgewater