

## Parents' Evening

### Guide for Parents and Carers accessing appointments via a Mobile Phone/Tablet

Parents' evening appointments are scheduled by your child's Class Teacher, either by phone or by appointment via Teams Meeting. Please expect an appointment invite to the email that school currently has, week commencing 28<sup>th</sup> September. Appointments will take place in the week commencing the 5<sup>th</sup> October, with appointment slots from 3:30 to 5:00 pm.

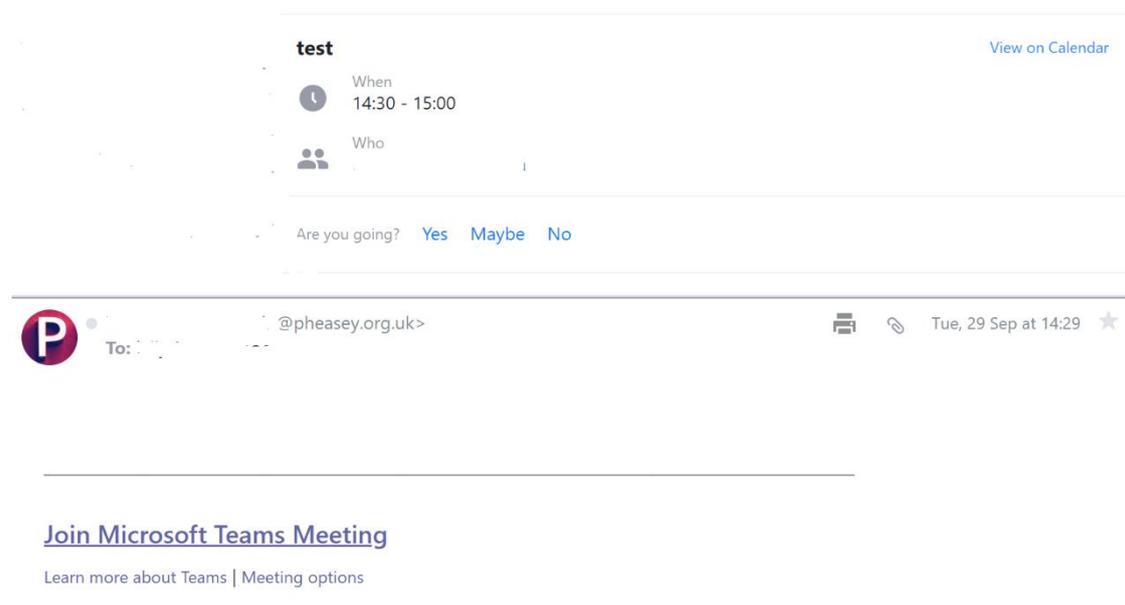
Please note that this appointment will be to discuss how your child has settled into school and will not make reference to academic progress at this point. There will be a 5-minute time allocation in order to ensure that each parent can be catered for and that staff can be off-site to allow for deep cleaning. If your child has a sibling in another class, staff will aim to ensure that appointments are spaced accordingly.

If there are any issues, meetings can be scheduled to take place via telephone.

### How to Access Your Teams Appointment for Parents' Evening on your Mobile Phone/Tablet.

***You can download Teams in advance of your appointment.***

- First, sign into your email account. (The one that school currently has).
- Open the email sent by your child's class teacher.



- Click on 'Join Microsoft Teams Meeting.'



### Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

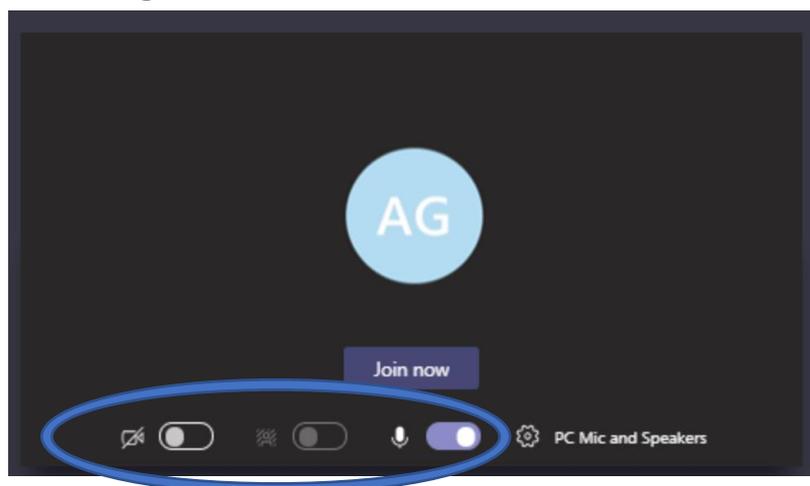
- If you have not got the Microsoft Teams App on your Mobile Phone, you will need to download it by clicking, 'Get Teams'. **This can be done in advance of the meeting.** You will then be directed to App Store where you can install Teams.
- If you have the Microsoft Teams App on your Mobile Phone, you can click on 'Join Meeting'.



- When it is your appointment time, click 'Join' on the top-right of the screen.

- You can now choose whether to set your camera  and

microphone  to on or off, using the 'toggle' icons shown below. If the icon has a 'strikethrough,' then it is off.



## Advice for Teams Meetings

- Ensure everyone in your household knows you are in a Teams meeting and that your camera will be switched on (if choosing this option).
- Take care to eliminate background noise.
- If an echo occurs, try muting your microphone and then unmuting it when you would like to speak.