



# Microsoft Teams' Parents' Meetings

## Monday 23<sup>rd</sup> and Wednesday 25<sup>th</sup> November 2020

Dear Parent / Carer,

We are looking forward to meeting with you soon and sharing in your child's learning journey. Please read the protocols below to ensure that the virtual meeting is both informative and professional.

We kindly request that:

- sessions do not go over allocated time (this will impact on other appointments)
- sessions are not recorded
- mute and unmute to improve sound

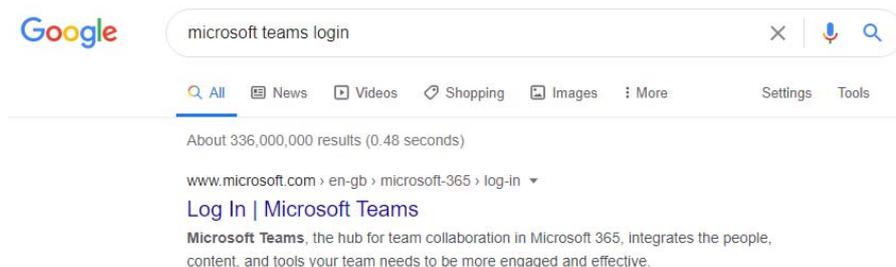
All Staff will have a school lanyard on during the meeting and will be conducting the meeting from school.

We would recommend that you access your account a few minutes prior to your appointment time.

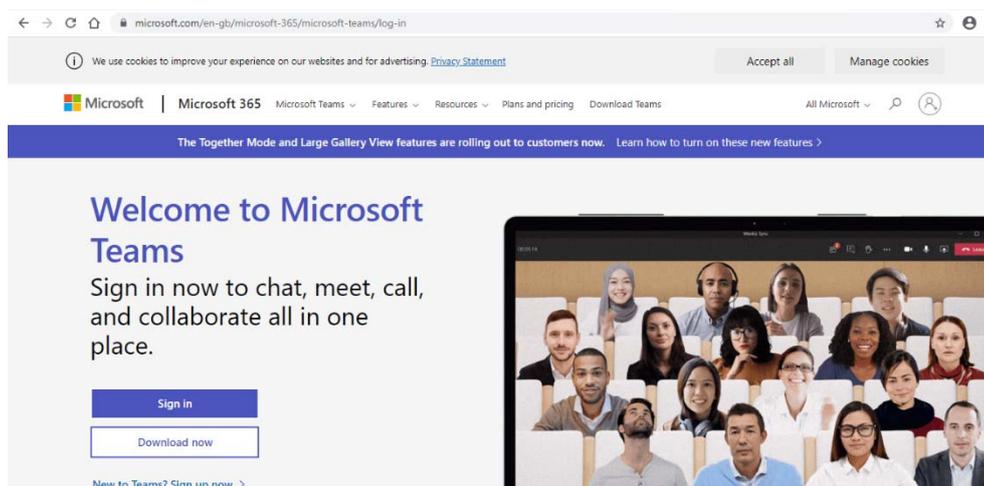
Please note if you are late for the session, you can still join.

### **How to access Microsoft Teams**

1) Google "**Microsoft Teams Login**" and click the link that reads "Log In | Microsoft Teams.



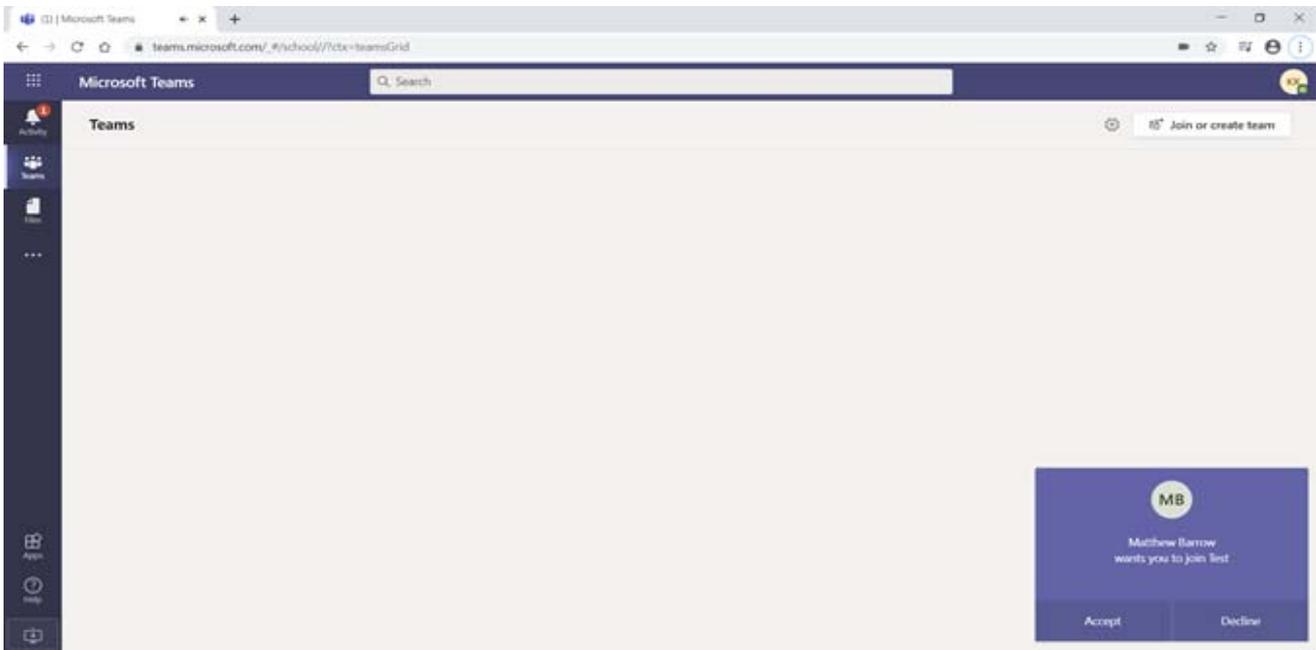
2) You'll be taken to Microsoft's website where you can click the "Sign in" button located in the bottom left.



3) Next you'll be taken to a sign in screen where you can sign into Teams using your child's login information which was provided by the school.



4) Wait for the class teacher to call you, a pop-up should appear in the bottom right notifying you, simply click 'Accept' as shown below:



We have made every effort to ensure a successful outcome – however, as this is our first attempt at a Virtual Parents' Meeting we would appreciate your support if any technical issues occur.

Yours sincerely,

U Patel  
Headteacher

