



March 2021

Dear Parent/carer

### Virtual Parents' Evening: Instructions

We are really looking forward to Parents' Evening and hope it will be an enjoyable and constructive evening for you and your sons/daughters.

So you are clear on how it will work, please take account of the following:

1. Please use your son/daughter's school Microsoft Teams account. They should all know their username (e.g. [asmith@archbishops-school.co.uk](mailto:asmith@archbishops-school.co.uk)) and password (the same as the one they use in school to log onto the computers).
2. When you are "in", please click on the Teams icon on the left hand side. This will bring up the Teams (class groups) they are in (i.e. 9A/En, 11B/Mt etc). Please then click on the Team that represents your first timed appointment.
3. On the Conversation icon, please then "click here to join the meeting".
4. You will go into a lobby area, and the teacher will then let you into the meeting at the appointed time.
5. Please do be clear that the meeting is only for five minutes and please do not try and keep the teacher on for additional time. It will impact on your other appointments as well as the teachers'. I know staff are anxious about not appearing to be rude and end the conversation, but unfortunately five minutes is all the time we have per appointment to give as many parents as possible the opportunity to speak to teachers.

Please use the time to talk through how things are going academically in the lesson for your son/daughter and any other elements that you believe need to be discussed.

Finally, if you have not been able to book all the appointments you wanted, do let me know and I will arrange feedback for you.

Kind regards

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