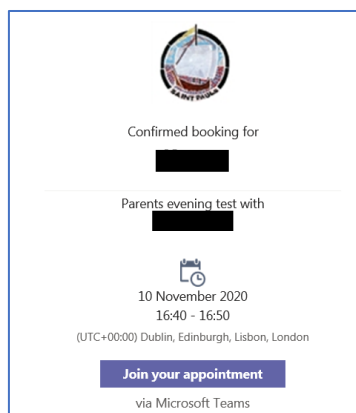


Dear Parents / Carers,

Thank you for booking a parent consultation appointment via our new booking system. Your confirmation and reminder emails will contain the link enabling you to join the meeting. Please check your junk email folder if you cannot find the invitation.



A few minutes before your allocated time, click on the 'join meeting' link above, where you will access a virtual waiting lobby. **Please do not attempt to join the meeting any earlier than this.**

You will be able to join the meeting on a PC, laptop, smart phone or tablet. You don't need to have downloaded the Teams App - the link we give you will give you the option to open the meeting through a web browser. *(For **Mac** users, you may need to access the Teams meeting via the **Chrome** browser rather than on the Safari browser.)*

When you click the link, a 'pop up' will appear. Please select 'Continue on browser.' If you have Microsoft Teams on your device and have used the same email to book your appointment that you use for Teams, select 'Open Microsoft Teams' or 'Open your Teams app'.

At your designated time, you will be admitted to the meeting with the class teacher. To ensure we can give every parent this opportunity meetings will last for **10 minutes** and will automatically end after this time. Our teachers hope to stick to time, however this is a new way of working for us so apologies in advance if your appointment starts a few minutes after its scheduled time. The teacher will know you are waiting in the virtual lobby so please be patient and they will admit you as soon as they can.

What if I am late or miss the meeting?

Should you log in late to the appointment the pre-booked time the meeting ends will still apply. Please note that if you miss your scheduled appointment for any reason the teacher will not be able to see you at an alternative time that evening.

E-Safety

Following safer internet practice, please hold the meeting in a quiet room with a neutral background or use the 'blur background' tool on Microsoft Teams. You are invited to this virtual Parents' Consultation on the understanding that you are NOT permitted to photograph or record the meeting. Our teachers will not be doing this either.

~oOo~