

Westfields Infant School

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20th October 2020

Dear Parents

Re: Parent Consultations

Thank you for booking your Parent Consultation time slot. As you are aware, these meetings will be online virtual Parent Consultations and we will be using Microsoft Teams for this. Microsoft Teams can be used on a laptop, desktop, tablet or smart phone. It is essential that the device has a microphone and preferably camera access. To ensure that the meetings are set up correctly, it is very important that you follow the steps below.

In advance of the meeting please download the free Microsoft Teams App to your chosen device, from the Apple Store, or Google Playstore. If you are using a laptop or desktop, visit www.microsoft.com and download Microsoft Teams.

This week we will be emailing a link inviting you to your child's Parent Consultation at your booked time. The email you receive will come from your child's class i.e. A Hedgehog and will include an RSVP invitation. Please accept this invite straight away. The email will then move immediately to your deleted email folder. You will need this email to access the link to your meeting. Please ensure you move this email from your deleted folder to somewhere you can access it on the day. Depending on the device you are using, your appointment may also appear as a calendar invite. If this happens, you can also click on the appointment in your calendar where there will be a link to join the meeting.

Before your Appointment

- Ensure the device you are using has the microphone switched on and camera on (optional)
- Click on the link in your email to join the meeting five minutes prior to your appointment time - you will join a waiting area until your class teacher is ready for your meeting
- You can join as a guest or sign in if you have an account
- You will receive the message 'Teams would like to access microphone', click ok and then type your name
- Click select to join meeting
- If you see the microphone icon, click to allow access. If you see the camera icon, click to allow access

As this is the first time we are holding Parent Consultations this way, please may we ask parents to bear with us if we experience technical difficulties on the day. If your call is disconnected, you may be contacted by telephone.

Yours sincerely

Janette Teague

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Headteacher