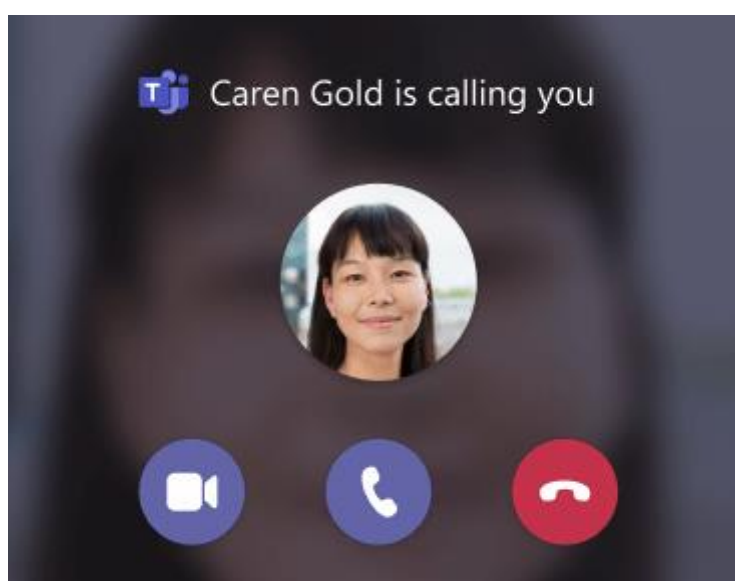


Parents guide to Team Parents Evening

1. You will need to make sure you are signed into Microsoft Teams using your **child's school Teams account**, either on their mobile phone or computer.
2. At the correct appointment time, the teacher will initiate a call, and invite you into a meeting. You will see a notification at the bottom right of the computer screen, or on the main screen on a mobile. See below:



3. Once the call has started, you will see and hear the teacher on screen.
4. At the end of the meeting, the teacher will end the call.
5. You can then wait until the time of your next meeting, and the process should repeat. Be aware that if the meeting overruns, there is a good chance the next teacher will attempt to call if you have an appointment straight after, as they will not know you are still in a call.
6. If you do not answer, the teacher will attempt to re-call you.