

Burton Borough School

Audley Avenue, Newport, Shropshire TF10 7DS Tel: 01952 386500 Email: burton.borough@taw.org.uk Web: www.burtonborough.org.uk Twitter: @BurtonBorough

Principal: Krissi Carter ATCL, BMus (Hons), FCoT, FInstLM, FRSA, FCCT

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.













