

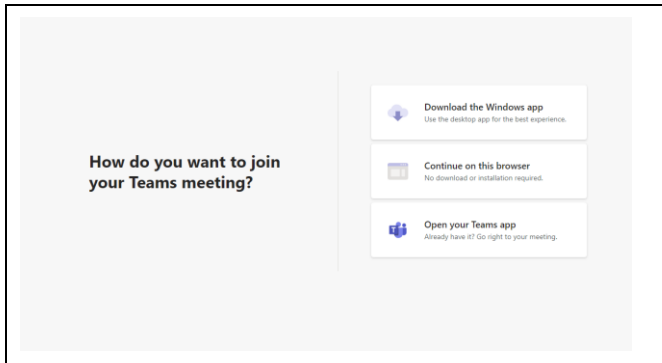


# Online Parent Teacher Consultations

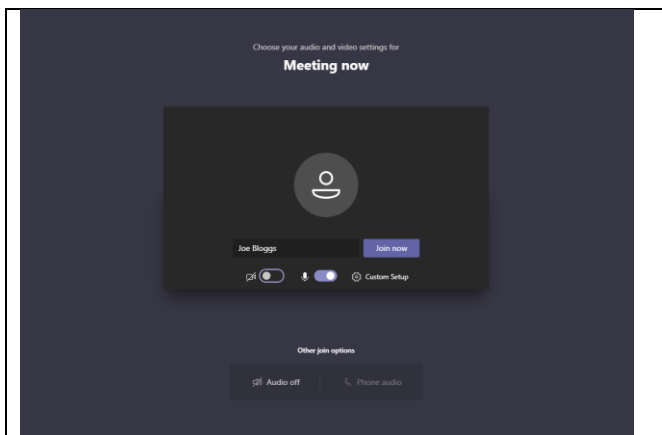
## A Guide for Parents

Our Parent Teacher Consultations will be held through Microsoft Teams. This is the exact same system we used for our live sessions during lockdown. The links for each class are on the third page of this document. The meeting name will say 'live sessions' because they are the same links we used last term for our live teaching. If you have more than one child in school, please click the correct link for each child.

### Using a PC or Laptop (with a microphone and video camera)

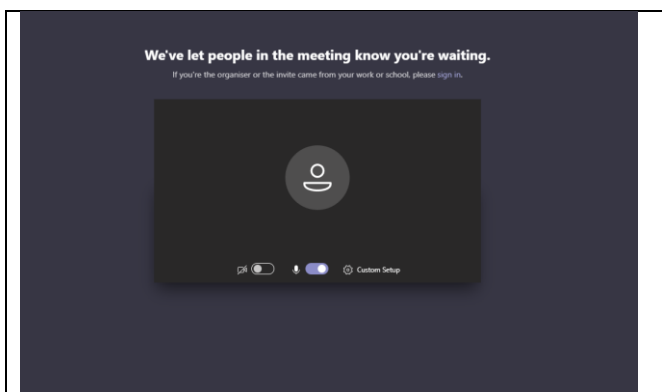


If you are using a PC or laptop, when you click the link, this page will open in your default browser. You do not need to download the app, you can click, 'Continue on this browser'.



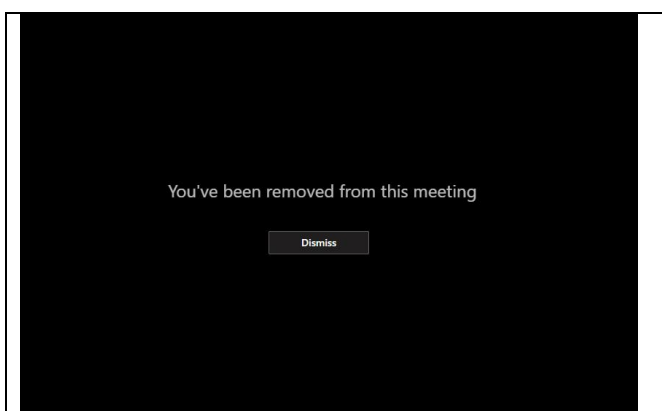
You will then have the opportunity to add a name. Please activate your camera and microphone.

When you add a name, please use your child's name so that the teacher knows who you are when you are in the 'waiting room'.



The teacher will be notified that you are waiting and will allow you into the meeting at your scheduled time.

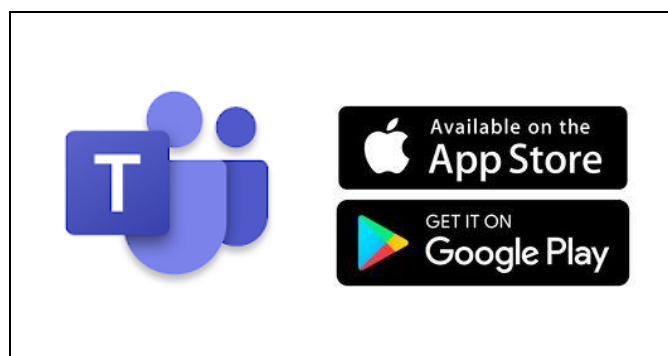
We will keep strictly to time so please aim to arrive in the waiting room a few minutes before your meeting starts.



When the time is up, you will be removed from the meeting to allow the next parent to start at their scheduled time.

You will see the message, 'You've been removed from the meeting'. We would have liked that message to be a little more kind and polite but it is set by Microsoft. We mean to say, 'Thank you so much for taking the time to meet with us and have a lovely evening'!

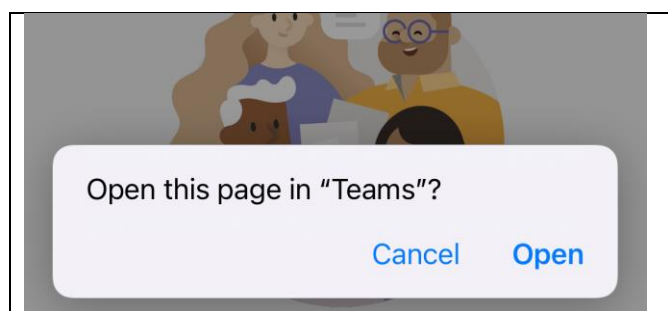
## Using a Smart Phone or Tablet (You will need to download the app in advance)



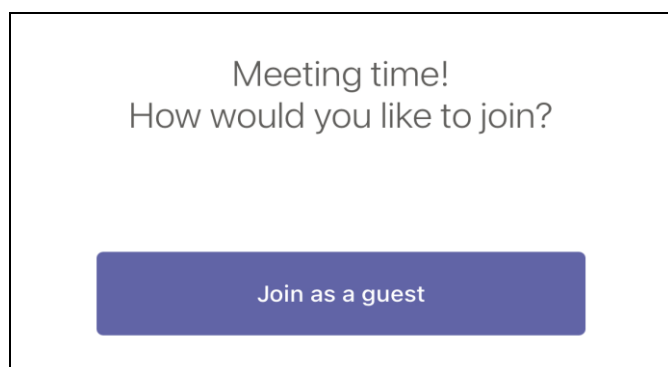
To join the meeting using a mobile phone or tablet please install the MS Teams app in advance of your scheduled appointment

Depending on your device go to the Apple App Store or Google Play Store and search for MS Teams.

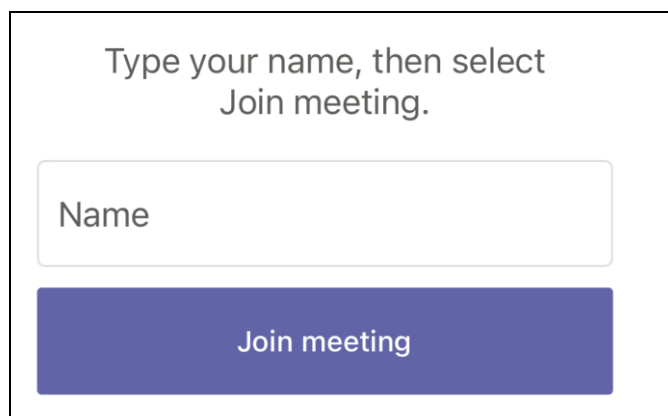
**You don't need to create an account – you will be able to join the meeting as a guest user**



About 5 minutes before your scheduled appointment time, click on the link (sent by SchoolPing). The Teams app should open – you may have to click 'open' when you are asked, 'Open this page in "Teams"?'



Click 'Join as a guest'



Type **your child's name** and click 'join meeting'.

You will then be held in a 'waiting room' and you will see the message, 'Someone in the meeting should let you in soon'. The teacher will let you into the meeting at your scheduled time.

When the time is up, you will be removed from the meeting to allow the next parent to start at their scheduled time.

### Additional notes:

- Please make sure you are in a suitable environment to have the meeting – somewhere quiet and distraction-free is ideal
- If you have any difficulties, please call 0208 863 2191 and we'll try and help



# Online Parent Teacher Consultations

## Meeting Links for Each Class

Click the class name to access the link.

Reception			
<a href="#">R Birch Class</a>	<a href="#">R Chestnut Class</a>	<a href="#">R Oak Class</a>	<a href="#">R Willow Class</a>

Year 1			
<a href="#">1 Birch Class</a>	<a href="#">1 Chestnut Class</a>	<a href="#">1 Oak Class</a>	<a href="#">1 Willow Class</a>

Year 2			
<a href="#">2 Birch Class</a>	<a href="#">2 Chestnut Class</a>	<a href="#">2 Oak Class</a>	<a href="#">2 Willow Class</a>

Year 3			
<a href="#">3 Birch Class</a>	<a href="#">3 Chestnut Class</a>	<a href="#">3 Oak Class</a>	<a href="#">3 Willow Class</a>

Year 4			
<a href="#">4 Birch Class</a>	<a href="#">4 Chestnut Class</a>	<a href="#">4 Oak Class</a>	<a href="#">4 Willow Class</a>

Year 5			
<a href="#">5 Birch Class</a>	<a href="#">5 Chestnut Class</a>	<a href="#">5 Oak Class</a>	<a href="#">5 Willow Class</a>

Year 6			
<a href="#">6 Birch Class</a>	<a href="#">6 Chestnut Class</a>	<a href="#">6 Oak Class</a>	<a href="#">6 Willow Class</a>