

8 October 2020

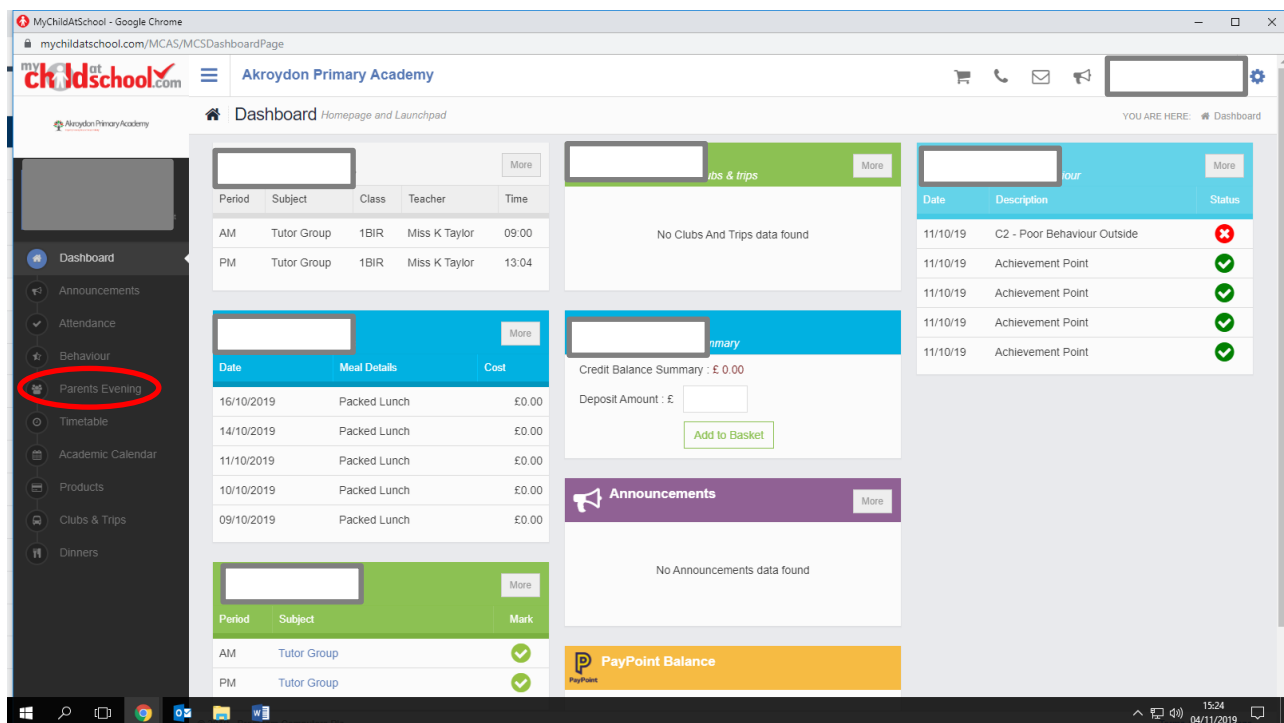
Dear Parent/Carer

**Virtual Parents Evening Reception – Year 6  
 Monday 2 November and Tuesday 3 November**

On Monday 2 November from 3:00 – 5:30pm and Tuesday 3 November from 3:30 – 6:00pm, there will be an opportunity to discuss your child’s progress with their class teacher through Microsoft Teams.

You can book your appointments via your MyChildAtSchool parent portal. Once booked, you will shortly receive an email with a Teams invitation. Please keep this email safe as you will need to click the Microsoft Teams icon to join the meeting at your allocated date/time. Please make sure your appointment is booked by 12:00noon on Tuesday 13 October. To book your appointment please follow the steps below:

1. Open ‘My Child at School’ on a web browser. Select ‘Parents Evening’ from the menu at the left hand side.



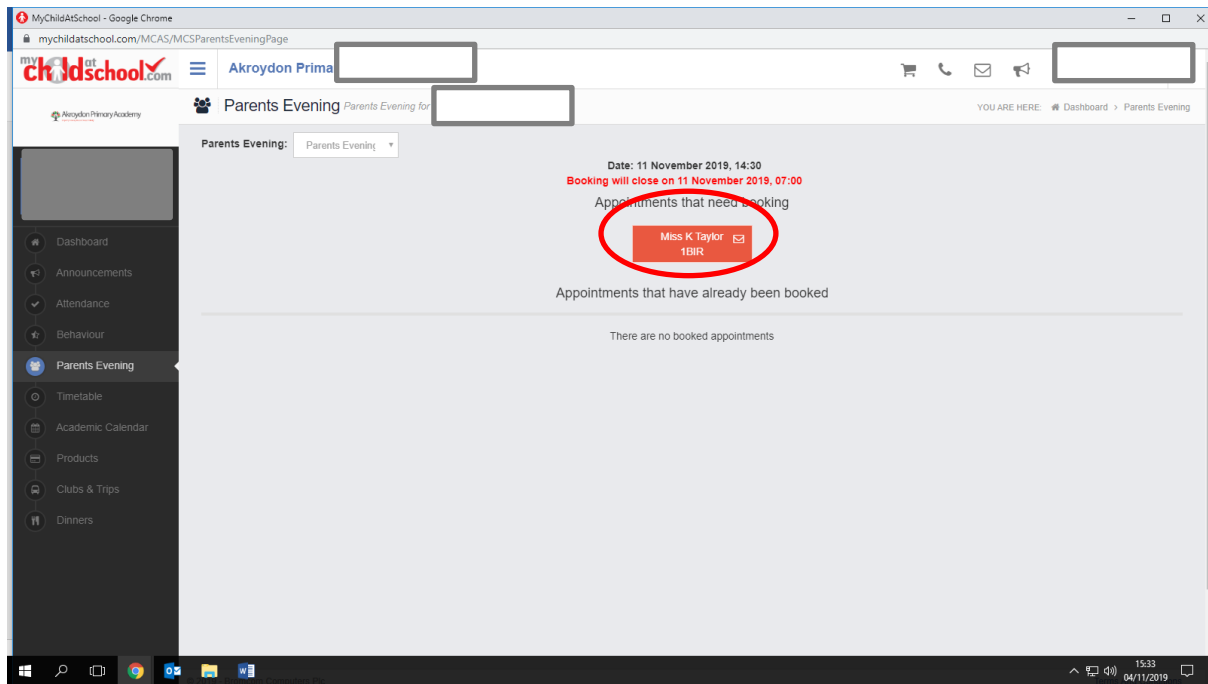
**Akroydon Primary Academy, Rawson Street North, Halifax, HX3 6PU**

**tel: 01422 351291**

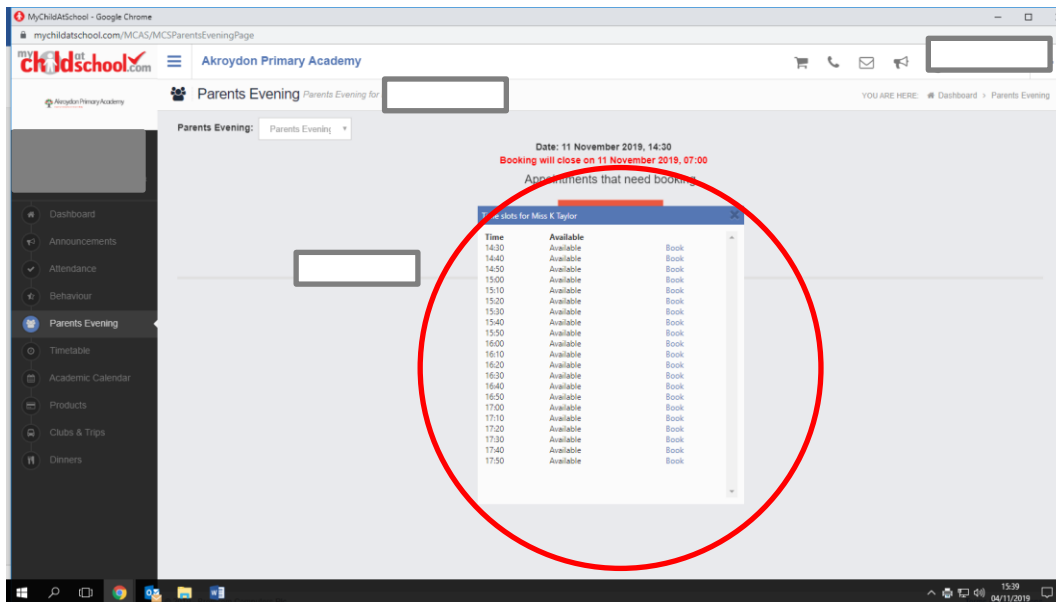
**email: admin@akroydon.trinitymat.org**

**web: www.akroydon.trinitymat.org**

- Click on the red square with the Class Teachers Name and Class. You can select the drop down to change dates.



- You will now see a drop down option which allows you to choose your appointment time, click 'book' to choose.



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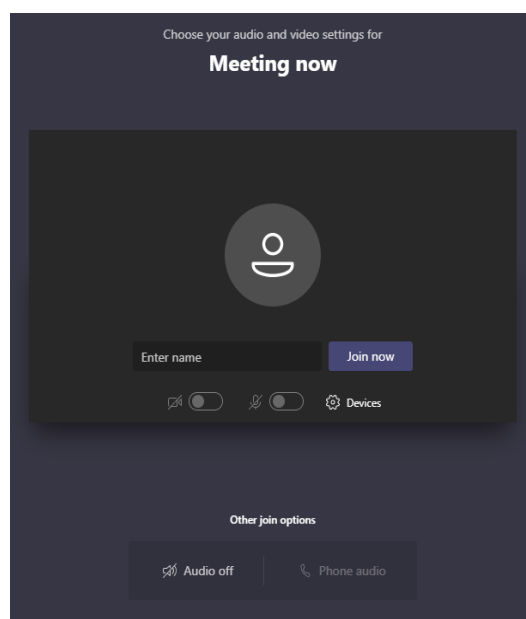
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4. On your allocated day/time, open up the email with the Teams invitation and click on 'join Microsoft Teams meeting'. You will be able to open this up via a web browser or you can download the Teams App from the App store.

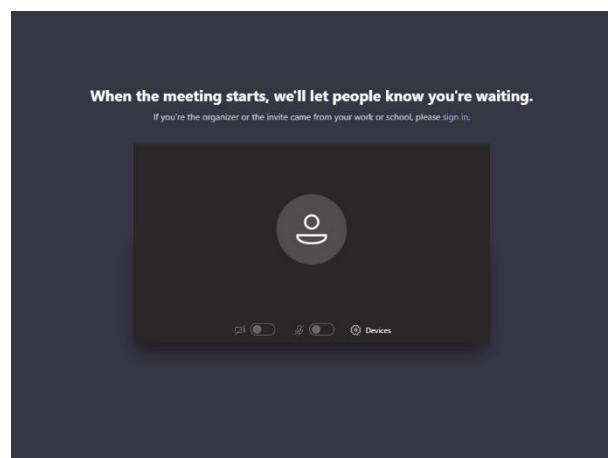
### [Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

5. You can enter your name, choose to turn your camera or microphone on and select join now.



6. You will wait in the lobby. The class teacher will invite you in when the meeting starts.



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We look forward to sharing your child's progress with you and giving you some targets, to improve their attainment, which you can help with at home.

Yours sincerely,



Annie McNally  
Principal

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