



25 January 2021

Dear Parent/Carer

Year 6 Virtual Parents Evening on Teams

On **Monday 8 February, Tuesday 9 February and Wednesday 10 February from 3.45 – 5.30pm**, there will be an opportunity to discuss your Year 6 child's progress with their class teacher through Microsoft Teams.

You can book your appointments via your MyChildAtSchool parent portal. The appointments will close at **12noon on Monday 1 February**. Towards the end of next week, you will receive an email invitation link to Teams Virtual Parents Evening appointment.

Please keep this email invitation 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 Monday 1 February**.

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.

The screenshot shows the MyChildAtSchool parent portal for Akroydon Primary Academy. The left-hand menu has 'Parents Evening' highlighted with a red circle. The main dashboard displays several sections:

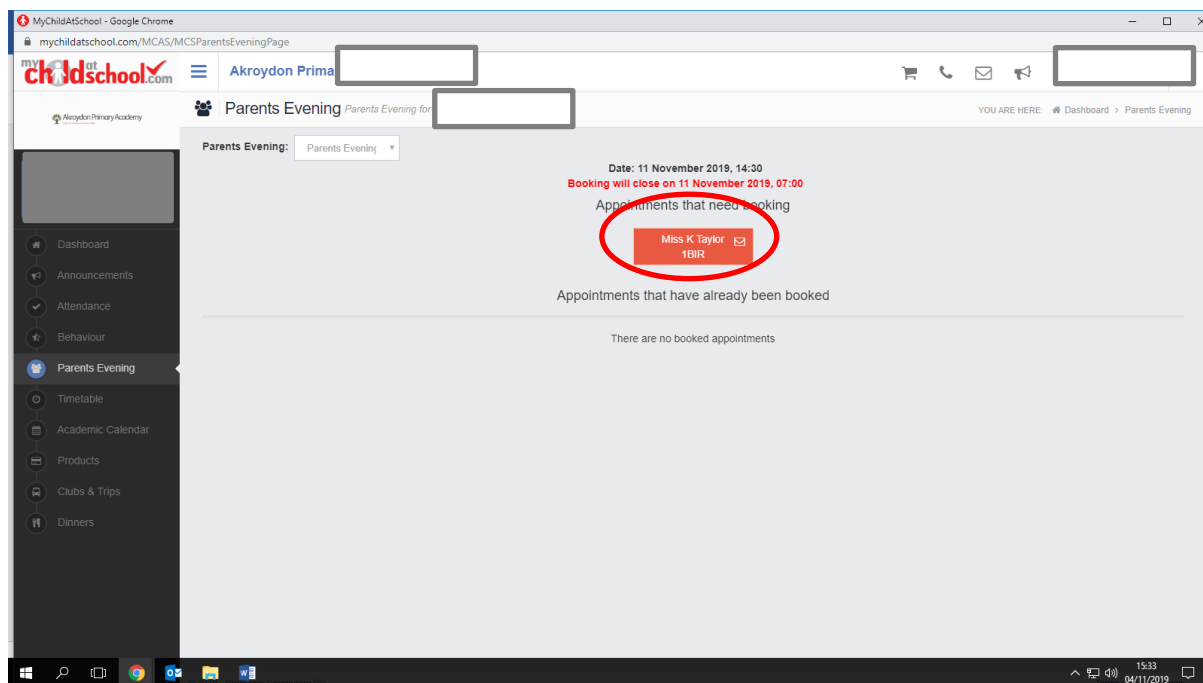
- Timetable:** A table showing periods (AM, PM), subjects (Tutor Group), classes (1BIR), teachers (Miss K Taylor), and times (09:00, 13:04).
- Meal Details:** A table showing dates from 09/10/2019 to 16/10/2019, meal details (Packed Lunch), and costs (£0.00).
- Credit Balance:** A section showing a credit balance summary of £0.00 and a deposit amount of £0.00, with an 'Add to Basket' button.
- Announcements:** A section showing no announcements data found.
- PayPoint Balance:** A section showing the current balance.

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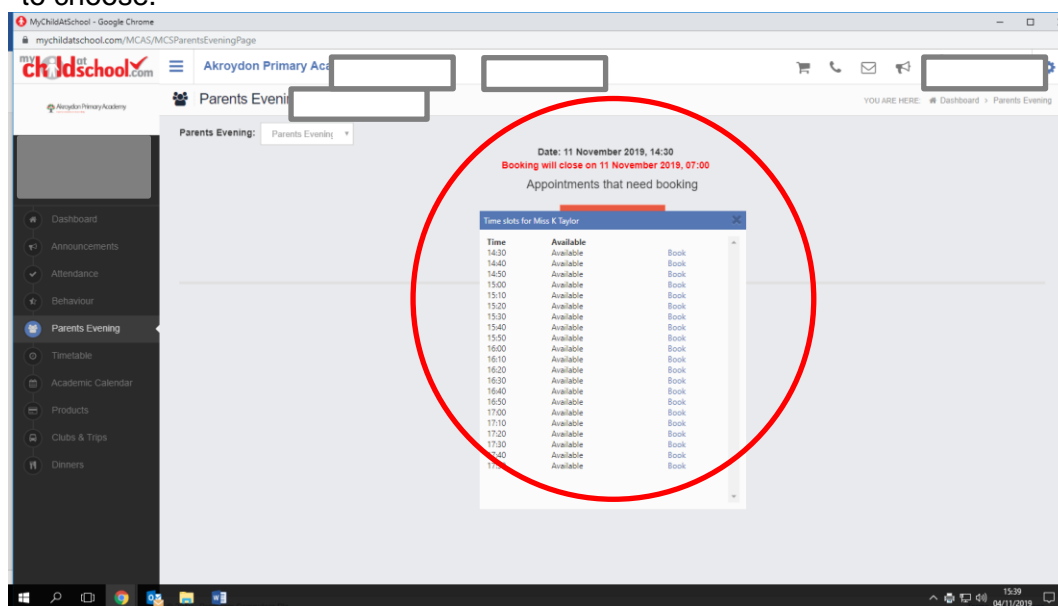
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- Click on the red square with the Class Teachers Name and Class. You can select the drop down to change the dates.



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



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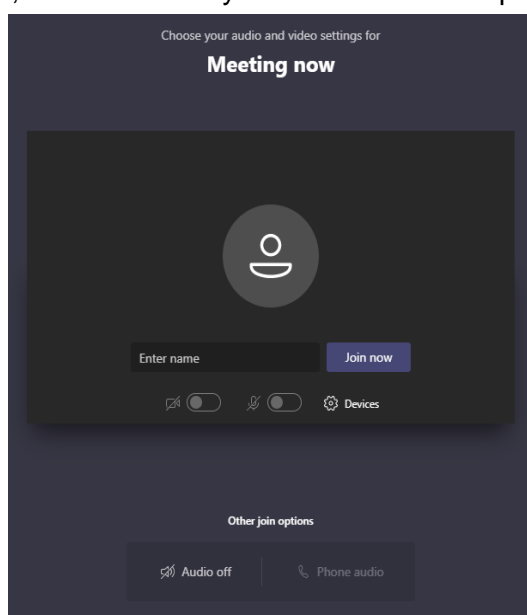


- On your allocated day/time, open up the email with the Teams invitation and click on 'join Microsoft Teams meeting'. You will be able to open this up via a web browser or you can download the Teams App from the App store.

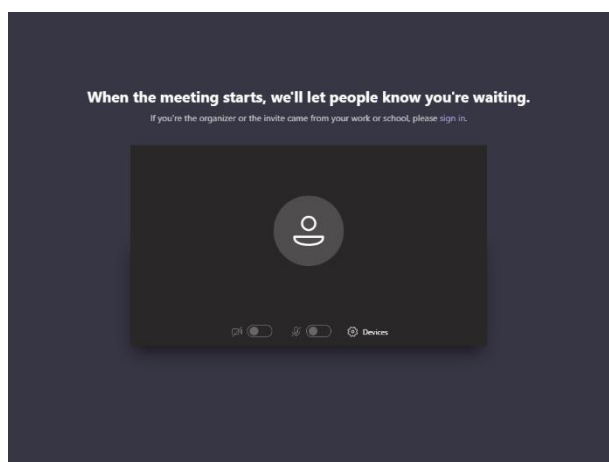
[Join Microsoft Teams Meeting](#)

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

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



- 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

Annie McNally
Principal

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