

12 April 2021

Dear Parent/Carer

Virtual Parents' Evening on Teams for Reception – Year 5

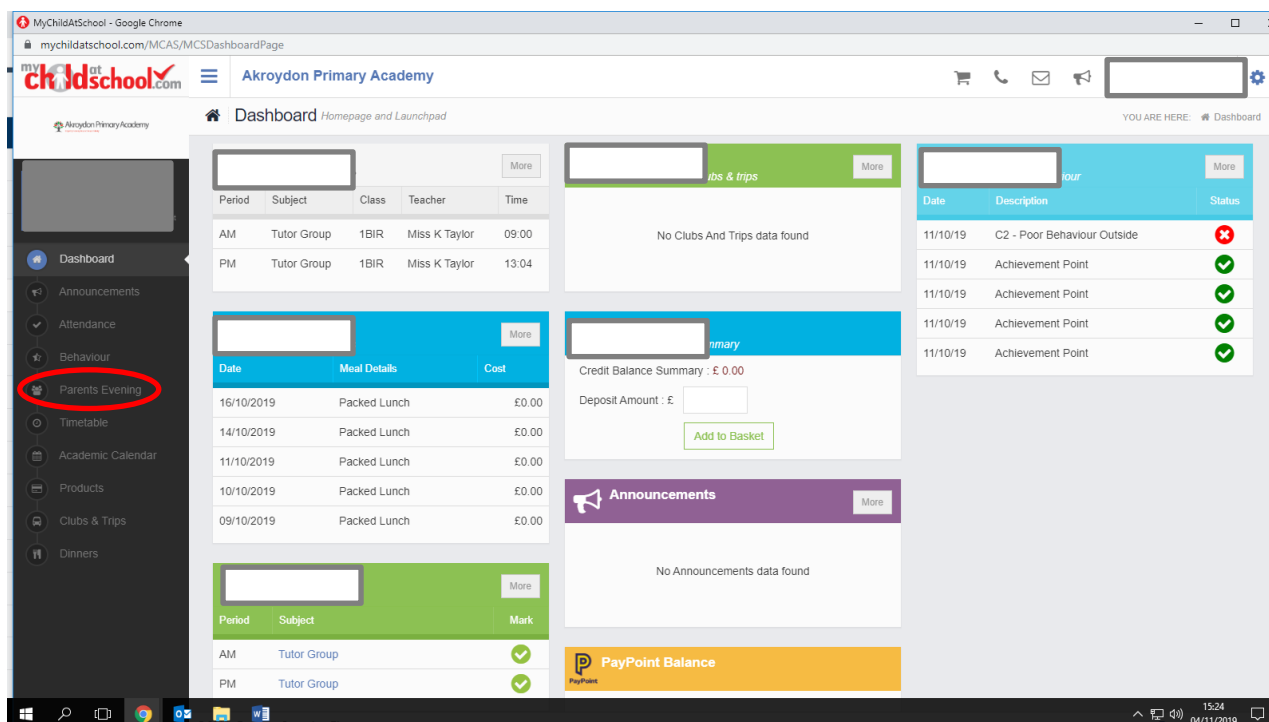
On **Monday 26 April, Tuesday 27 April and Wednesday 28 April from 3.45 – 5.30pm**, there will be an opportunity for parents and carers to discuss their child's progress virtually through Microsoft Teams. Please note, where your child has a different teacher for the summer term, your meeting will be with the class teacher who taught your child up until the Easter break.

You can book your appointments via MyChildatSchool. The appointments will close on **Monday 19 April at 12 midday**. You will then receive an email invitation link to your Virtual Parents' Evening appointment on Microsoft Teams.

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.

To book your appointment please follow the steps below:

1. Open 'MyChildatSchool'. Select 'Parents Evening' from the menu at the left-hand side.



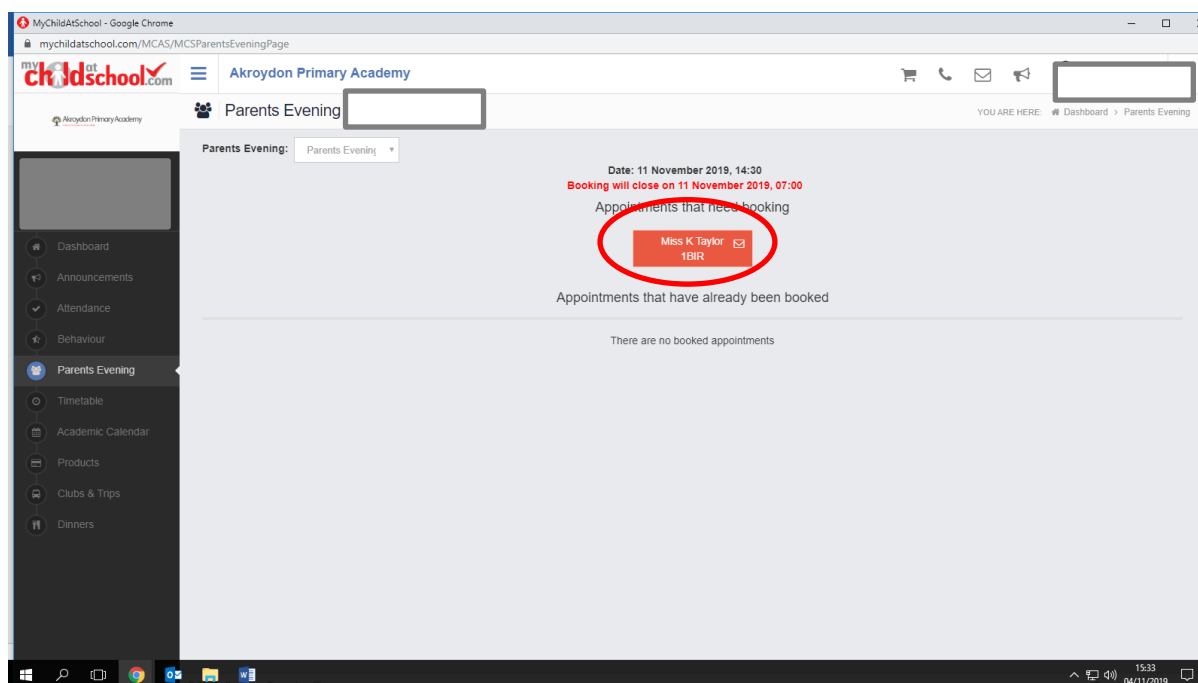
The screenshot shows the MyChildatSchool website interface. On the left-hand side, there is a vertical menu with various options. The 'Parents Evening' option is highlighted with a red circle. The main content area displays a dashboard with several sections: a table for 'Period', 'Subject', 'Class', 'Teacher', and 'Time'; a section for 'Clubs & Trips' with a 'More' button; a section for 'Announcements' with a 'More' button; a section for 'Meal Details' with a table of dates, meal types, and costs; a section for 'Credit Balance Summary' showing a balance of £0.00 and a deposit amount; and a section for 'Achievement Points' with a table of dates, descriptions, and statuses. The bottom of the dashboard features a 'PayPoint Balance' section.

Rawson Street North, Halifax, HX3 6PU
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- Click on the red square with the class teacher's name and class. **Your child's current teacher will show here but please note, for those classes with a change of teacher, the meeting will be held with Teacher from last term.** You can select the drop down to change the dates.

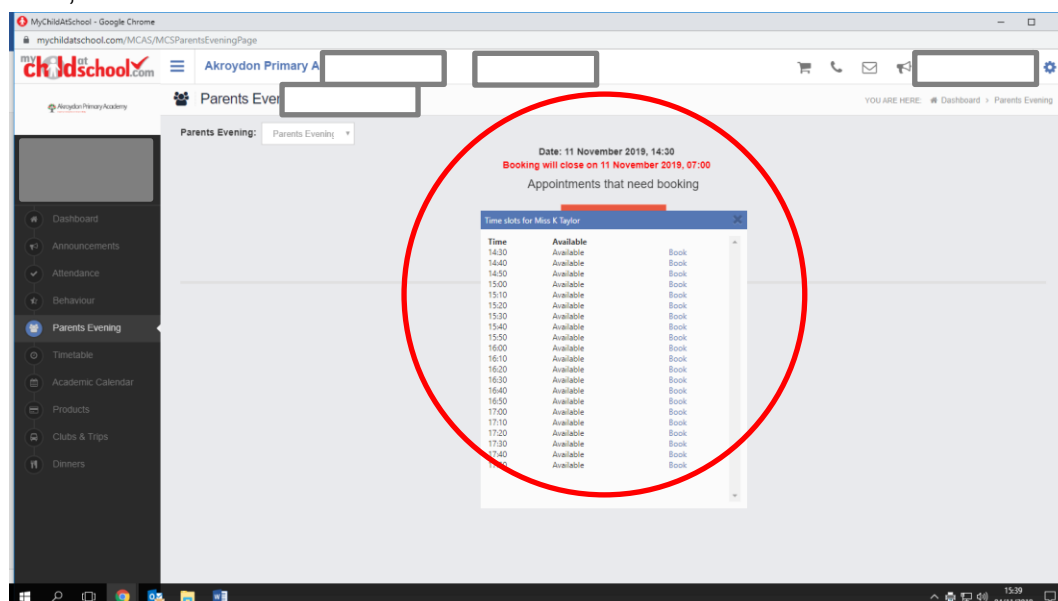


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- You will now see a drop down option which allows you to choose your appointment time, click 'book' to choose.



- 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](#)

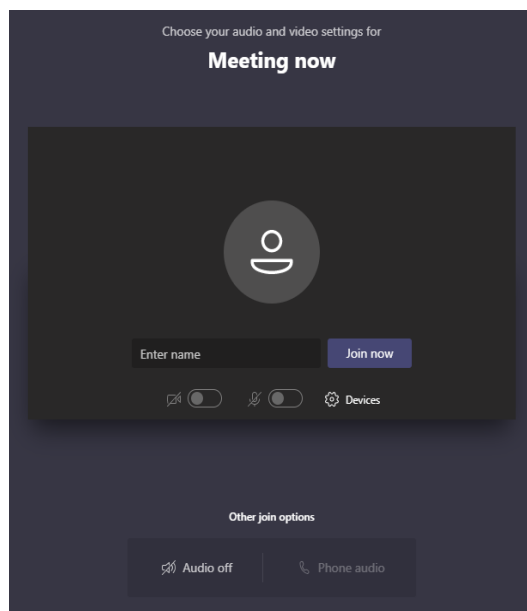
[Learn more about Teams](#) | [Meeting options](#)

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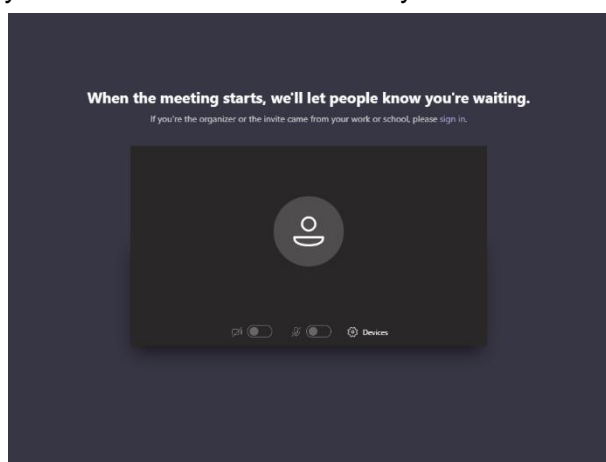
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5. You can enter your name, choose to turn your camera or microphone on and select join now.



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



We look forward to sharing your child's progress with you and sharing targets that will help you support their learning at home.

Yours sincerely,

Mr Grant-Roberts
Acting Principal

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