

15

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.

								- 0
mychildatschool.com/MCAS/								
had school 📶	Akroydon	Primary Acad	lemy			Ì	C ⊠ ₹	
Avroydon Primary Academy	A Dashboard	Homepage and La	aunchpad		Y	OU ARE HERE: 🗌 Dashbo		
_				More	Ibs & trips		iour	More
	Period Subject	Class	Teacher	Time		Date	Description	
	AM Tutor G	roup 1BIR	Miss K Taylor	09:00	No Clubs And Trips data found	11/10/19	C2 - Poor Behaviour Outsid	ie 🙁
Dashboard	PM Tutor G	roup 1BIR	Miss K Taylor	13:04		11/10/19	Achievement Point	0
						11/10/19	Achievement Point	0
				More		11/10/19	Achievement Point	0
Behaviour	Date	Meal Details		Cost	nmary	11/10/19	Achievement Point	0
				_	Credit Balance Summary : £ 0.00 Deposit Amount : £			
	16/10/2019	Packed Lunch		£0.00 £0.00				
	11/10/2019	Packed Lunci		£0.00	Add to Basket			
	10/10/2019	Packed Lunch		£0.00	Announcements			
	09/10/2019	Packed Lunch		£0.00	Announcements More			
				More	No Announcements data found			
	Period Subject			Mark				
	AM Tutor (\bigcirc		-		
	PM Tutor			Ö	PayPoint Balance			
	The form	noup						へ 臣 (4)) 15:24 へ 臣 (4)) 04/11/2019
P 🖸 🧿 🧧	2 📄 📶							

Trinity MAT | Part of the Trinity family of academies, schools and initiatives



2. 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.

🚯 MyChildAtSchool - Google Chrome							- 0	ı ×
mychildatschool.com/MCAS/N	ICSParentsEveningPage							
"Childschool	Akroydon Primary Academy	_	Ì	C				٦
Avroydon Primary Academy	Parents Evening				YOU ARE	E HERE: 🏶 Dashboa	rd > Parents Ev	ening
Dashboard Announcements	Parents Evening: Parents Evening v	Date: 11 November 2019, 14:30 Booking will close on 11 November 2019, 07:00 Appointments that need booking Miss K Taylor Difference of the second sec						
Attendance		Appointmento that have already been booked						
🖈 Behaviour		There are no booked appointments						
Parents Evening								
O Timetable								
Academic Calendar								
Products								
Clubs & Trips								
1 Dinners								
= २ 🗆 🍳 📑	n 🚍 n 💶 n Computers Pro					^ 또	(小)) 15:33 04/11/2019	

Rawson Street North, Halifax, HX3 6PU

tel: 01422 351291 email: contactus@akroydon.trinitymat.org web: akroydon.trinitymat.org

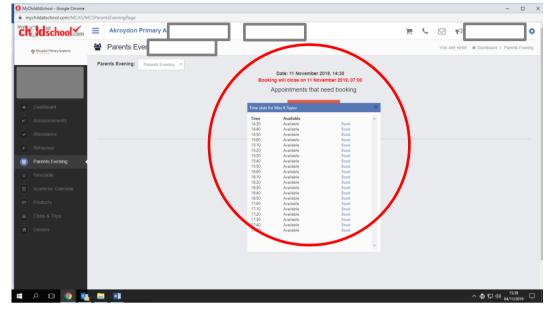
Head Office: Trinity Multi-Academy Trust, Shay Lane, Halifax, HX2 9TZ Registered in England No: 6897239 VAT Reg No: 257 1209 15





Trinity

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



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

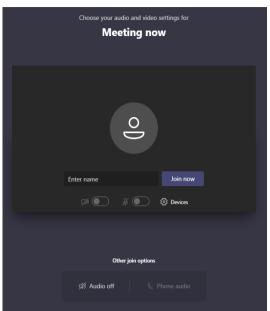
Learn more about Teams Meeting options

Rawson Street North, Halifax, HX3 6PU tel: 01422 351291 email: contactus@akroydon.trinitymat.org web: akroydon.trinitymat.org

Head Office: Trinity Multi-Academy Trust, Shay Lane, Halifax, HX2 9TZ Registered in England No: 6897239 VAT Reg No: 257 1209 15



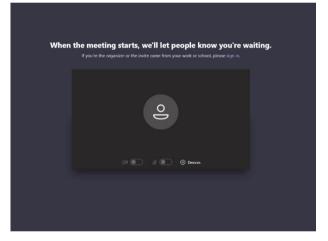
5. You can enter your name, choose to turn your camera or microphone on and select join now.





Trinity Academy

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,

O. Grant - Koberts

Mr Grant-Roberts **Acting Principal**

Rawson Street North, Halifax, HX3 6PU tel: 01422 351291 email: contactus@akroydon.trinitymat.org web: akroydon.trinitymat.org

Head Office: Trinity Multi-Academy Trust, Shay Lane, Halifax, HX2 9TZ Registered in England No: 6897239 VAT Reg No: 257 1209 15

