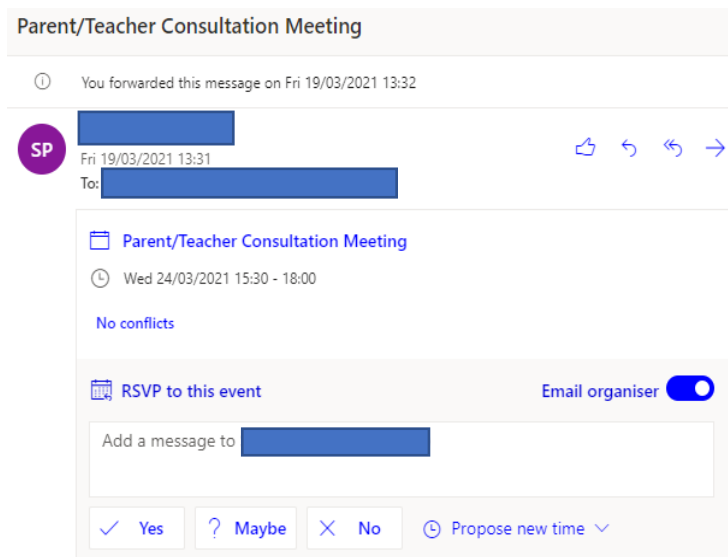




## Reception Parents' Guide for Attending Parent/Teacher Consultation Appointment

1. **Today**, you will receive an email invitation to your child's appointment. Invites will only be sent to **one** parent's personal email account (NOT via PMX). If applicable, please check both parents email accounts for this invitation. Please note, invites may go directly to your junk/spam folders, so please check these as well.
2. Once you have located and opened the email invite, you will see a link asking you to join the meeting (see picture below as an example). Please join the meeting **10 minutes** before your scheduled meeting time.



### Microsoft Teams meeting

Join on your computer or mobile app

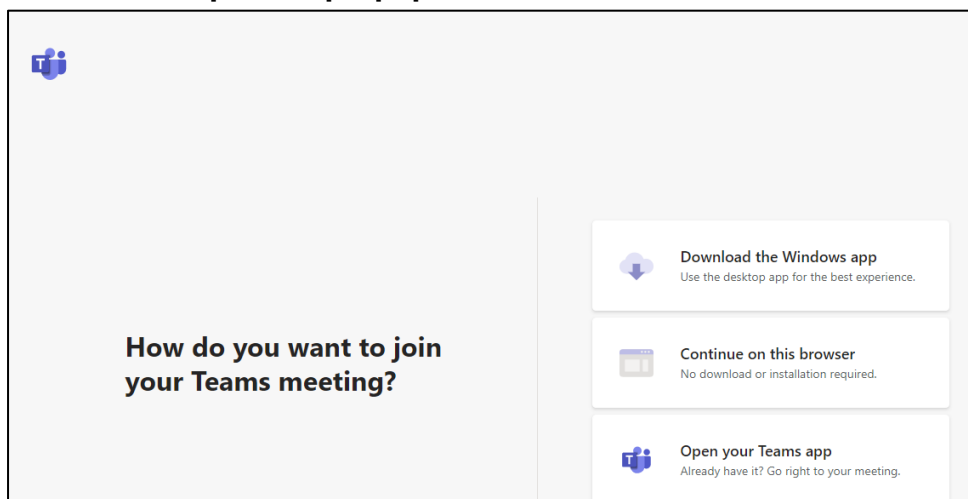
[Click here to join the meeting](#)



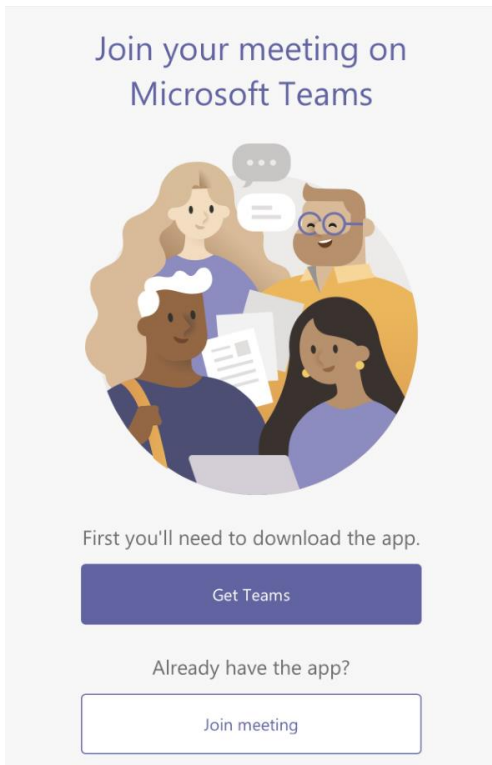
[Learn More](#) | [Meeting options](#)

3. Once you have clicked the link, it will take to either of the following screens:

#### a. From a computer/laptop/lpad/tablet:



**b. From a mobile phone:**



**4a. If are using a computer/laptop/lpad/tablet:**

- And already have the teams app, click on open your Teams app
- And do not have the teams app on your device, click continue on this browser.

**4b. If you are using a mobile phone,** you will have to access Teams via the app so we do recommend using a computer/laptop/lpad/tablet, if possible

5. You will then be taken to meeting waiting room where you will need to click 'Join now' to enter. Please note that appointments may overrun slightly so please be patient.

## **Parents' Evening Expectations**

- Parents/Carers, will need to be setup and ready **10 minutes** before your appointment(s).
- If you have any issues accessing the meeting, you are to email the school office ([office@barrowhedges.com](mailto:office@barrowhedges.com)) which will be checked regularly throughout the sessions. Please do not call the school office.
- Parents will **not** record, film or take pictures during the meeting(s).
- Children are not required to attend the meeting.