



Waverton Community Primary School

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Learning together. Achieving together.

23rd March 2021

Dear Parents/Guardians,

After some problems with Zoom, we are now going to conduct parents' evening via **Microsoft Teams**. Essentially the process is exactly the same, but will be via a different platform.

Today you will receive an email with a link to join a Teams meeting. More information with details about how you can join the meeting / download the app is attached. You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you are using a mobile phone or tablet you will need to download the app in advance:

Apple: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

Android: <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>

- Please note that the invite will be for the duration of the parent evening, i.e, 3.20pm – 6.00pm. **We would ask you not to join the meeting until a couple of minutes before your allocated slot** and to enter **both your forename and surname** when asked to enter "name".
- On joining the meeting, you will be put into a virtual waiting room and will only be admitted by the teacher at your allocated time.
- Once in the meeting **please ensure your camera and microphone are on**.
- Please note that at the end of your allotted time you will need to leave the meeting or your session will be closed by the teacher, this will be because other parents will be waiting for their meeting to start. Please help us stick to the appointment times.

Whilst many of us are now fairly familiar with remote meetings, please bear with us if there are any technical difficulties. We will always be able to reschedule a meeting if things go wrong.

Yours sincerely,

S J Talbot

Mr S Talbot

Head Teacher