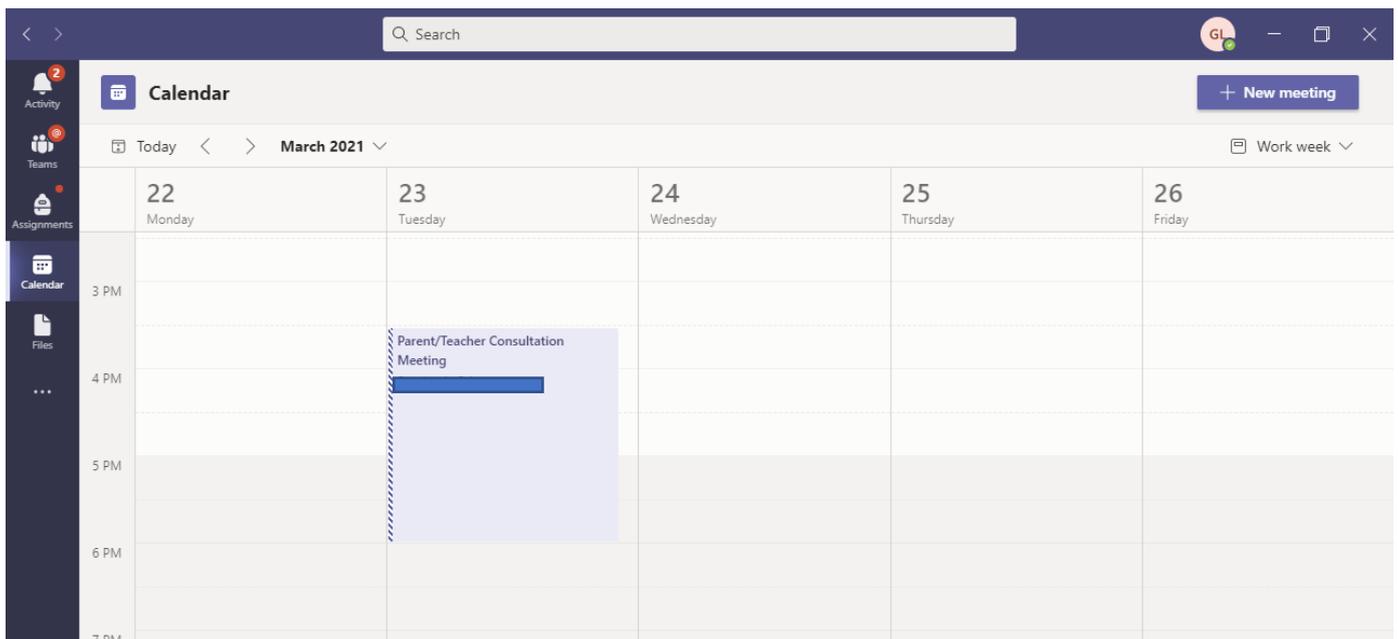


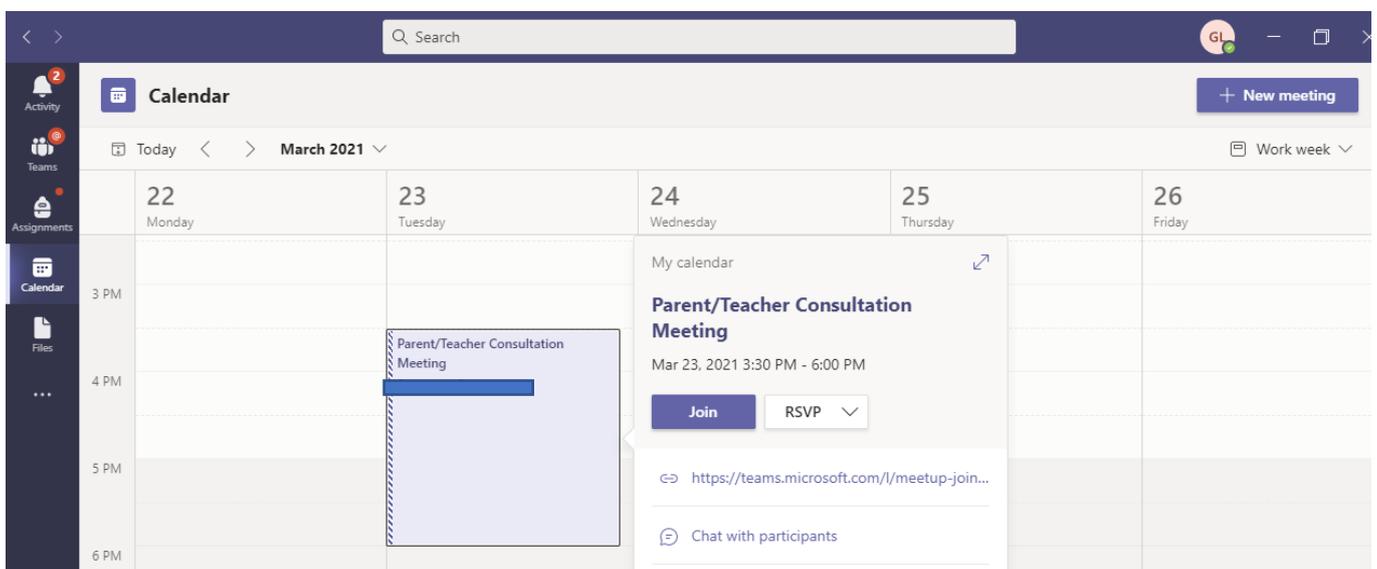


## Years 1 - 6 Parents' Guide for Attending Parent/Teacher Consultation Appointment

1. Sign into your children(s) Teams account **10 minutes** before your scheduled appointment time(s).
2. Go to the 'Calendar' section on the left hand side (similar to what you would have done to access your child's live drop in session with their class).
3. **On the day of your appointment**, you will see a calendar meeting titled: Parent/Teacher Consultation Meeting (see picture below as an example).



4. Click on the calendar meeting to bring up the below box:



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.