

Parent Memo

Subject: Parent Consultation Information

Date: Thursday 19th November



Excel at Twerton
- the school that cares

Parent Consultations are taking place tonight and next week. If you have not yet booked an appointment please do. The latest newsletter explains the process of booking an appointment <https://bit.ly/2IRhj6m> .

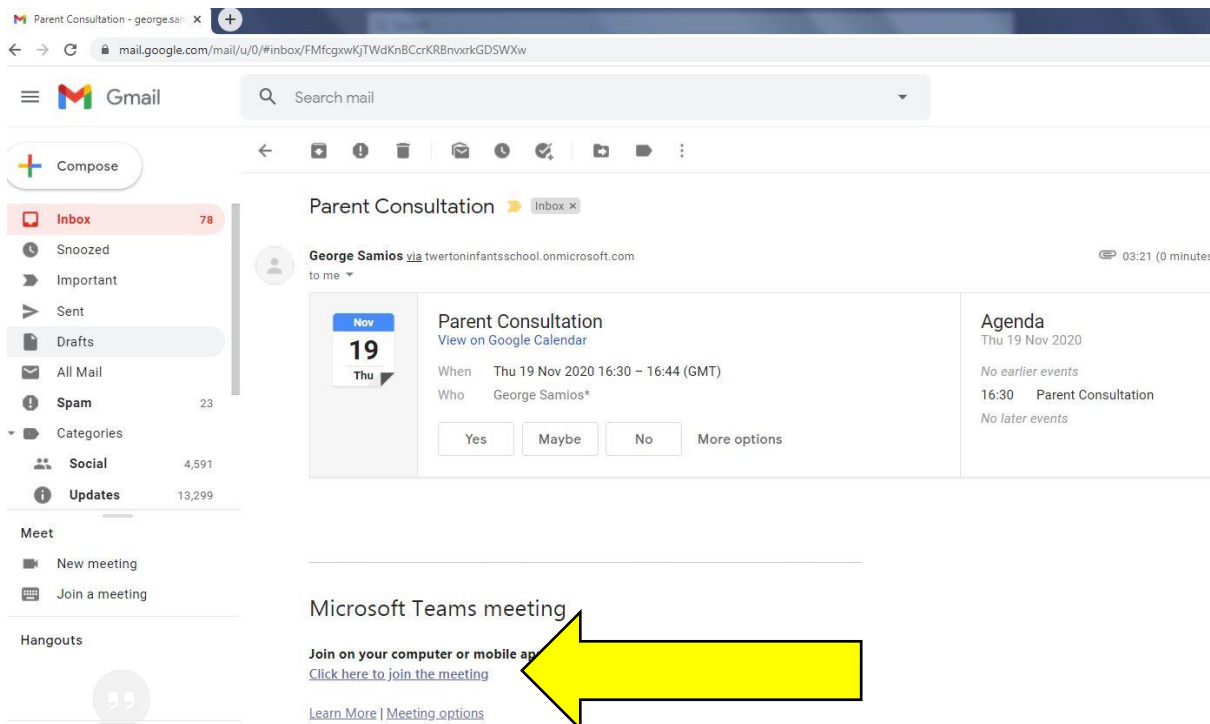
Your appointment will be booked to take place over Microsoft Teams. This is a free video conferencing tool that works on smartphones, laptops, iPads and tablets.

- 1) You should have received an email, like the one below. The time of the appointment should be clear if you look closely. In this case 4:30pm.
- 2) You will be assigned up to 14 minutes, which should be plenty of time. The meeting will need to end promptly as appointments are 15 minutes apart.
- 3) If there are technical difficulties, the teacher will telephone you. The call will appear as a private or withheld number.
- 4) If you want to check that the link you have been sent works, you can do so in advance of the meeting. You won't end up joining another meeting by mistake.
- 5) N.B. If you are using an iPhone or iPad, you need to download the free MS Teams app from the App Store. You do not need to log in to MS Team, you just need to have it installed. Simply clicking on the link will open the meeting.

It might sound complicated, but it is quite straightforward. There may be some teething difficulties, so please bear with us.

This is what the email with the meeting link will look like, if you have Gmail. It might be a different in Outlook,

The link to open the meeting is shown by the yellow arrow.



Good luck!