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Richmond Park School,  
Carmarthen



18 11 20

## AUTUMN PARENTS' EVENING

Dear Parents and Carers,

Much has changed in the way of our usual school systems due to Covid-19 and we are adapting as we move through the academic year. We turn our attention to our Autumn Parents' Evenings which are usually held in November. This year we will not be able to meet face to face at school so our arrangements are a little different.

**Teachers will be contacting you through DOJO** in the next couple of days to arrange an **appointment for Monday 23<sup>rd</sup> November or Tuesday 24<sup>th</sup> November between end of the school day and 6.30pm.** (Mrs James will offer appointments for Monday and Wednesday due to prior commitments and Mrs Peters may run over three nights due to the size of the class.)

These appointments can be held over the **telephone or via TEAMS** so that you can talk virtually in a face to face manner. We will leave the choice to parents to arrange with teachers.

If you don't have TEAMS but would like to give it a go there is a handy guide on the next page to help you. If it doesn't work our teachers can always revert to ringing you by telephone. These times are still complex to navigate through so all I would ask is that you are patient with us. One size does not fit all, and we are trying our very best to accommodate you all. Do please make sure however that you are on DOJO AND that we have your correct email and telephone number for contact.

I have asked teachers to stick strictly to **10 minute appointments** so if they wrap up the conversation before you would like, they are not being rude but sticking to their tight schedules in order to get through all families. They will make notes and get back to you if need be. We understand that some parents may have more pressing issues than others which may need a follow up call by the teacher or someone else on the staff.

I thank you in anticipation for your cooperation.

H Luff ~ Headteacher



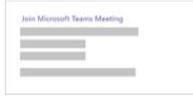
# Parents Evening via Microsoft Teams

## Parents' Guide

This term we will be holding our parents evening via Microsoft Teams. You will receive an invite via email and you will be able to join either on a laptop or a phone. Please read the guide carefully before the meeting to ensure you are prepared.

### Joining via web browser on a desktop or laptop

All you need to join a Teams meeting is a link which will be sent to your email.



Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the **web** or download the desktop app. [Fig. 1]

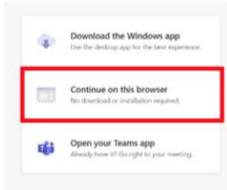


Figure 1 After clicking the meeting link click 'Continue on this browser'

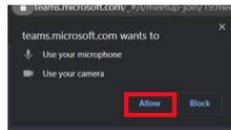


Figure 2 Click allow for access to your microphone and camera.

You will have the option to enter your name to join the meeting as a guest where you will go to the lobby where the teacher in the meeting can admit you. [Fig. 3]



Figure 3 Type your name and click 'Join now'

### Joining via mobile device [tablet or phone]

To get the best of Teams meetings on mobile, including audio, video, and content sharing, you will need to **download and install the Teams mobile app**.



Figure 4 Available on iPhone/iPad [iOS] and Android

If you have the app, select **Join Microsoft Teams Meeting** [Fig 5] in the meeting invite to open the app and join the meeting. If you do not have the app, you'll be taken to the app store where you can download it.



Figure 5 Click the link in your email from your mobile device

**Note:** Try to download the app before the meeting starts. It might take a minute or two, depending on your internet connection.

If you do not have a Teams account, select **Join as a guest** [Fig 3] and enter your name to join the meeting as a guest. You will join a lobby where someone else can admit you.