



Wednesday 11th November 2020

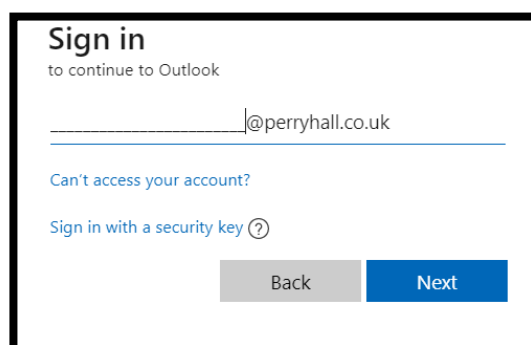
Re: Parent/Carers Guide to Using 'Teams' for Parent Consultations.'

To access your Parent Consultations with your teachers, you will need to access an online platform called 'Teams'. Follow the steps below to log onto Teams.

Logging on to 'Teams'

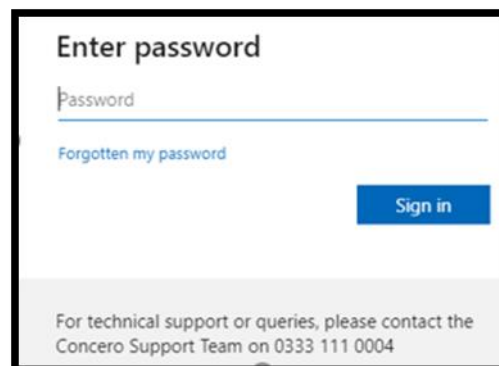
Go to www.office.com and click to sign in.
Here you will need to enter your child's log in email address.

Your login details (your child's email and password) will sent home to you on Thursday 12th November.

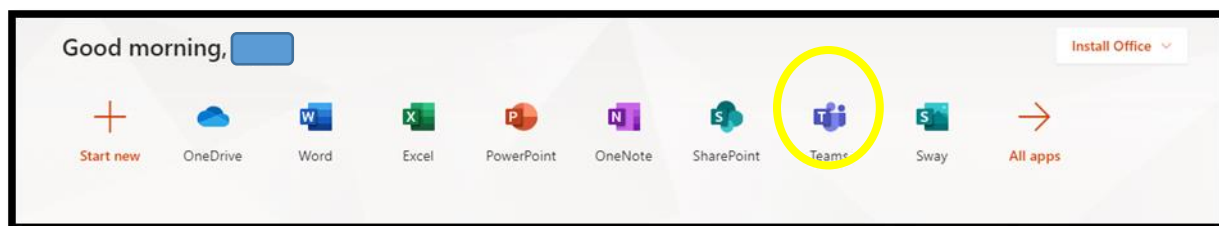


When 'Next' is clicked, you will be prompted to enter the password.

Any problems regarding log in and password details, please email your child's teacher via the year group email address.



Once logged in successfully, you will then be able to access the apps below and lots more (as shown below)



For the Parent Consultations, your child's teacher will be using the TEAMS app (as shown above).

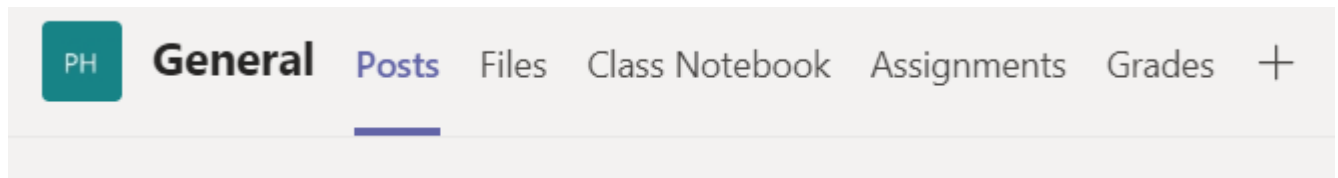


Dependent on what device you are on, will depend on how you access Teams.
If you are accessing Teams on a **mobile phone**, you can go straight to the App Store and download the Teams App and log in as shown above using your child's login details.
If you are on a laptop / tablet, please follow the steps above by typing in the web link and then click on 'Teams' as shown above.

Once you've logged into Teams

Once you have successfully logged on to Teams, your child will have been added to a 'team' which will already have their school teachers and classmates in.

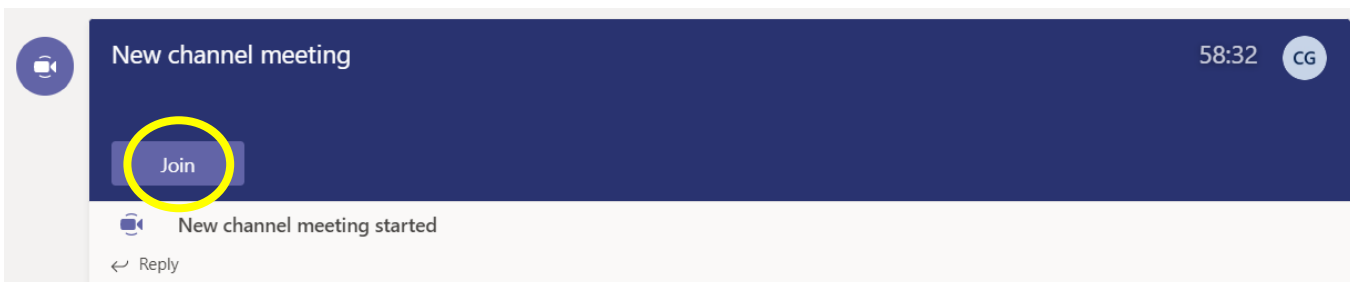
You will see a variety of tabs at the top of the screen when you log in:



For your Parent Consultation, your child's teacher will call you via Teams at the allotted time therefore please make sure you are logged on before your Parent Consultation meeting. For your Parent Consultation, you will be in a private 'channel' on Teams, therefore no-one else will be able to join your meeting.

When logged onto Teams, please go into your child's 'channel' which will be labelled as their initials, for example: 'JB' for a child called Joe Bloggs.

When you are within your child's 'channel', your teacher will start a meeting which will appear like this:



Click Join.

Perry Hall Primary School
Colman Avenue
Wednesfield
Wolverhampton
WV11 3RT



Email: perryhallprimaryschool@wolverhampton.gov.uk
Web: www.perryhall.co.uk

Executive Headteacher
Miss R Kohli

Chief Executive Officer
Mrs A Cheema (OBE)

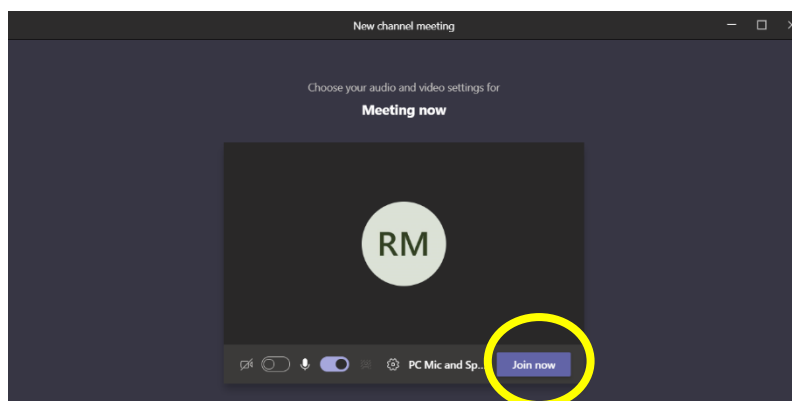
National Teaching School
designated by



**National College for
Teaching & Leadership**

Tel: **01902 558538**
Fax: **01902 558543**

You will then see that you have been invited to your meeting. You then need to click, 'Join now'.



Once you click, 'Join now', you will then be within your meeting with your child's class teacher(s).



Please take note that these meetings are for only 10 minutes, so please be conscious of the time (top left corner). If there are matters arising that need further discussion, the teacher will arrange a follow up meeting with you at an alternative point.

Furthermore, please ensure your video camera and microphone are on throughout the meeting (see image above).

Your child's teacher will end the meeting once you have finished, but please also make sure you 'leave' the meeting by clicking the icon in the top right corner of your screen.

We are sorry that we cannot welcome you into school as usual but hope you will find these alternative arrangements a positive experience- we are really looking forward to speaking to you all about your children. If you have any questions in the meantime, please feel free to get in touch.

Yours sincerely

R. Kohli

Executive Headteacher.

