

23rd March 2021

Dear Parents and Families,

For the first time, we will be hosting our virtual Parent Consultation Meetings over the next two weeks; thank you so much to the parents who have already signed up. There are still appointments left so if you haven't already; please book your appointment ASAP. The meetings will take place as follows:

Nursery (Penguin & Giraffe Group)- Monday 29th March (2pm-6pm)*

Nursery (Monkey & Elephant Group)- Tuesday 30th March (2pm-6pm)*

Reception- Monday 29th March (2pm-6pm)*

Years 1&2- Thursday 25th March (2pm-6pm)*

Years 3&4- Tuesday 30th March (2pm-6pm)*

Years 5&6- Wednesday 31st March (2pm-6pm)*

*The last appointment time is 5:52pm.

In order to access the meeting, you will need to either download the TEAMS app or access it through a web browser- the app is the best option to use. (Please see the attached guidance on how to do this.)

Our top tips:

- Make sure you have downloaded the app before the meeting (See attached guide).
- Log on to the meeting roughly 5 mins before your appointment time.
- Wait patiently in the lobby, the classteacher will admit you at your given time.
- As the sessions are timed, note down any particular points in preparation for the meeting.
- Listen out for the teacher's time reminder.
- Please don't be offended when the meeting times out.
- If you still have concerns, please call the school office to arrange a separate telephone discussion.
- Finally..... please bear with us if there are any technical issues, we are all learning these new skills.

We are looking forward to the meetings and cannot wait to celebrate your children's achievements after what has been an exceptionally challenging year.

Yours Faithfully,

Mrs M Fellows
Headteacher

Brook Primary School, George Street, Wordsley, Stourbridge, West Midlands. DY8 5YN.

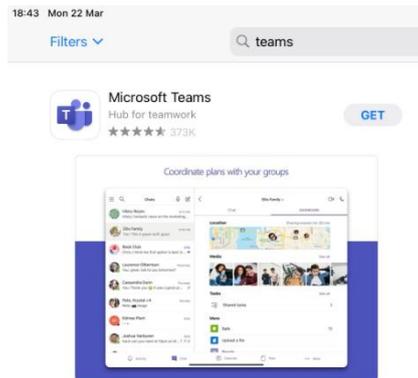
Tel: 01384 389888 E-mail: info@brook.dudley.sch.uk



Using Microsoft Teams to access your Parent's Evening Appointment.

Using the Teams App:

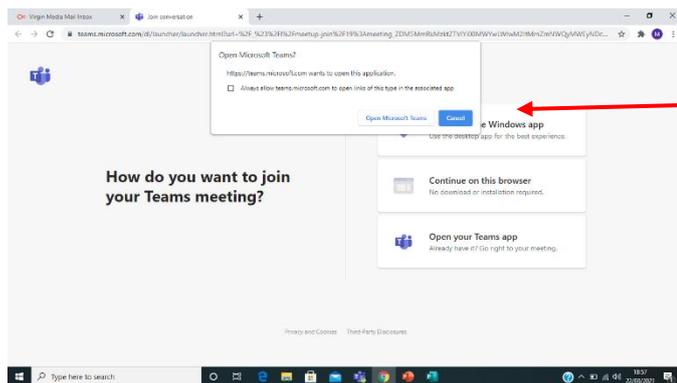
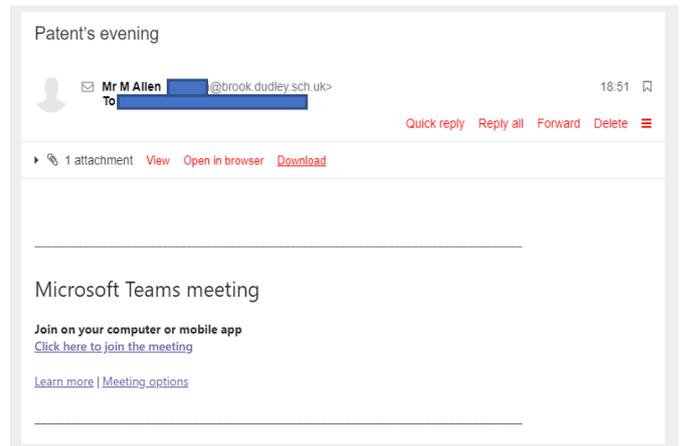
The easiest way to access Microsoft Teams is by using the App. This can be downloaded for free from the App store on Apple and Android devices. It can also be downloaded onto most modern laptops.



You do not need to have a Microsoft account to use this App to access a meeting.

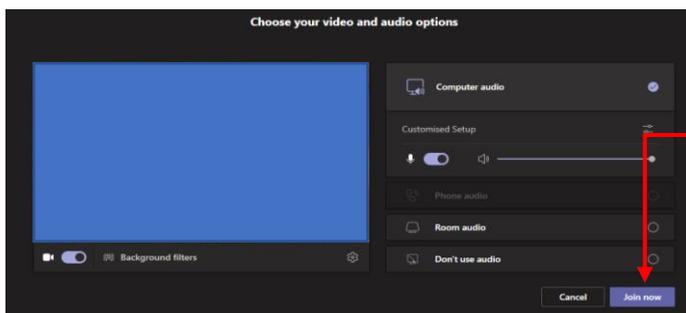
You should have received an email link to access your appointment.

Your email should look like this.
Now click here to join the meeting.



You should now see this screen.
Click here to open the meeting in your App.

You should now see this screen.
Click here to join the meeting.



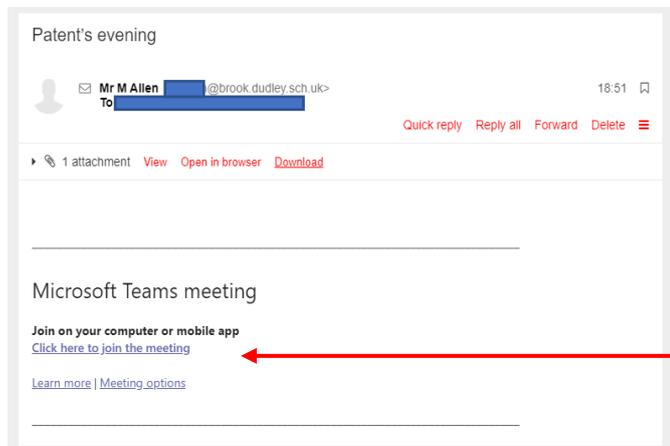
You will then be placed in a virtual 'lobby'. When it is time for your appointment, the class teacher will allow you to join the meeting. Please be aware there may be a slight delay at this point as the teacher finishes off the previous meeting.

Using a web Browser:

If you would prefer to access Teams through a web browser instead of the App please follow the instructions below.

***Please note that Microsoft recommend using the App for best performance.**

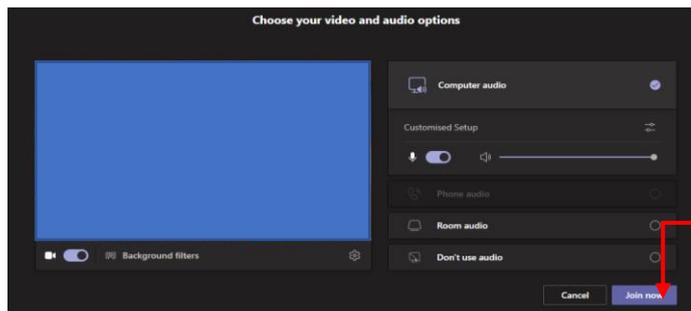
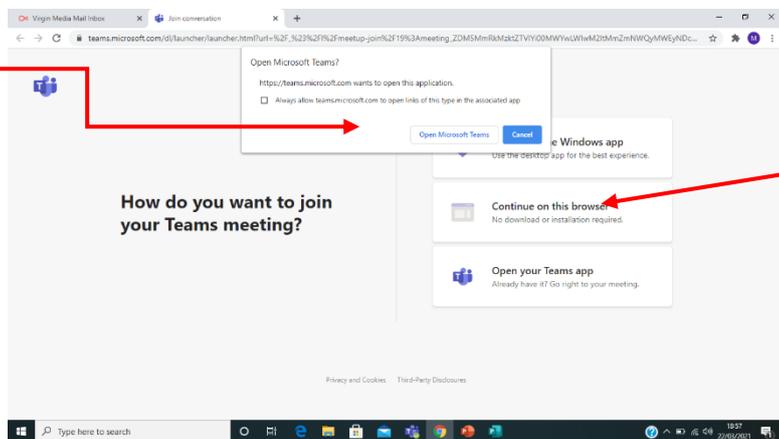
Open the email that you have been sent with your meeting invite.



Click here to join the meeting

At this screen click on 'Cancel'

Now click on 'Continue in this Browser'



Click here to join the meeting.

You will then be placed in a virtual 'lobby'. When it is time for your appointment, the class teacher will allow you to join the meeting. Please be aware there may be a slight delay at this point as the teacher finishes off the previous meeting.