

5<sup>th</sup> November 2020

Dear Parents/Carers,

**RE: Parent / Teacher meetings**

Thank you to all of you who have booked a time slot for a chance to meet with your child's teacher. To access the online meeting please follow the instructions below:

1. Sign in to MS Teams on a device with a camera and microphone using your child's login details. These can be found at the front of your child's home school link book.
2. Pick the Parents Evening channel for your child's class from the different channel options.
3. You will see the different meetings that were on offer for your child listed here for the various dates. Click on the date that you have booked your appointment for (the blue box) and then click 'Join'
4. You will be directed to the meeting and asked to click 'Join now'. Click this and turn on your camera from the option displayed on the screen.
5. You will then be waiting in the lobby for the meeting. The class teacher will admit you to the meeting as close to your scheduled time as possible so please just wait to be admitted at this stage.
6. When you are admitted you will then be able to see the class teacher on the screen and be able hold your 10 minute appointment.
7. At the end of the appointment please click the red 'leave' button to end the meeting or the teacher will end the meeting for you.

If you would like to practise accessing the meeting before the evening you will be able to follow the steps up to step 4 but as the class teacher will not be there at this time you will not be able to go any further. The meetings will be on the class Teams accounts from Monday.

This is the very first time that we are holding meeting virtually so please be patient with us if there are any problems. I'm sure you appreciate that technology is wonderful most of the time but can sometimes not quite go as planned. If for any reason you are not able to connect to the meeting please try to ring the Junior School number on 01536 760361 and a member of staff will be in the office to answer calls and try and resolve any issues.

We will try and stick to the appointment time slots as much as possible so please be mindful that class teachers will only be able to offer 10 minutes per parent. If you require a longer meeting, please contact the school office to arrange a further appointment at a later date.

If you have not yet booked an appointment there is still time so please contact the school office to do so as we would like to speak to all parents if at all possible. If there is no way you can access this technology please contact the school office and they will support you to try and find an alternative way to speak with the class teacher.



## Havelock Infant & Junior Schools

*Part of the Pathfinder Schools*

Havelock Street, Desborough, Kettering, Northants NN14 2LU

**Executive Head Teacher: Rachel Kiziak BA (Hons)**

**Telephone No: 01536 760486/01536 760361**

**Email: [head@havelock-jun.northants-ecl.gov.uk](mailto:head@havelock-jun.northants-ecl.gov.uk)**

### Hints and Tips:

- Access the meeting 5 minutes before your appointment time to allow for any delays in being able to connect
- Check that you have turned the camera on by clicking on the video icon
- Check you are not muted by looking at the microphone icon. If it has a line through it then it is muted. Click on the icon to mute and unmute.
- Please make sure you are in an area where it is quiet so you are able to talk without distractions
- You will only be able to access the meeting by logging into Teams as your child as the class teacher will be looking out for the child's name to admit the correct parent into the meeting.

Thank you for your support with this new way of holding our parent/teacher meetings.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Rachel Kiziak', written in a cursive style.

Rachel Kiziak  
Executive Head Teacher  
Havelock Infant and Junior Schools

