



Edgewood Primary School

Building skills and values for life

Virtual Parents' Evening – March 2024

Dear parents / carers,

We will once again be holding parents' evening appointments via **Microsoft Teams on the 19th, 20th and 21st March**. To book your slot we will be texting out a link to a Microsoft Bookings form for your child's class on **Friday 1st March at 4pm**. You will need to complete the email address you wish to use for the meeting and add a phone number in case either party is having issues connecting.

Each class teacher will be available for a total of 6 hours over the three evenings. Due to personal commitments, staff may not be available on each evening or at the same times each evening. We apologise if this causes any inconveniences for you but it allows us to offer greater options for parents as a whole and hopefully means you will all get a convenient time slot for your family.

Appointments will have to be strictly limited to 8-minute slots to allow 2 minutes before the next time slot to get connected and ready to start. Staff will have to stop the meeting at this time so they do not miss any subsequent meetings but you can arrange to catch up with them at another time if there are things you did not get the chance to cover.

You will get a confirmation and an email invite to the meeting. If two parents wish to dial in on the meeting from separate devices, please let school know and we can send out another invite.

If you don't have Microsoft Teams installed on your device, please can you download and install this in advance of the meeting time to prevent you missing a section of your meeting.

Instructions on using Teams and how to join the meeting can be found at <http://www.edgewoodprimaryschool.co.uk/sites/default/files/ParTeams.pdf>

We hope you will enjoy the opportunity to find out how well your child has been doing in school and to discuss the next steps for your child's education with their teacher.

Yours faithfully,

Ed Seeley

Headteacher