



## Stanford Infant School

*'Exploring and Learning Together, Inspiring Each Other'*

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### **Virtual Parents' Consultation Evenings**

16<sup>th</sup> October 2020

Dear Stanford Infant Families

Thank you to those of you who have booked your Parents' Consultations with your child/ren's teacher(s) the week beginning 19<sup>th</sup> October.

Along with this letter, you will have been sent the meeting link – the meetings are being held on Microsoft Teams, or by telephone, if requested. You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. Go to the meeting invite and select Join Microsoft Teams Meeting. That will open a web page, where you will see two choices: download the windows app or join on the web instead. It will be necessary to download the Microsoft Teams app if you are joining from a smartphone or tablet. If you join via a computer on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your microphone and camera. Be sure you allow it so you will be seen and heard in the meeting! [Watch this short video to see how to join a meeting](#) on Microsoft Teams and/or [view this letter](#) with more information. We would suggest you test your link in advance of your meeting, just to check everything works okay!

We would kindly request you enter your child's name to make it easier for teacher(s) to know who everyone is. Then choose your audio and video settings. Select phone audio if you want to listen to the meeting on your mobile phone.

When you are ready, hit join now. This will bring you into the meeting lobby. Teams will notify the teacher(s) that you are there, and when they are ready, they will then admit you.

Your appointment will be 10 minutes long.

Whilst the appointments are slightly different this year, due to being virtual, the rest of the meeting will be run as normal; therefore, please make sure you have somewhere comfortable to join the meeting. We would kindly request that children are not present during the meetings, so that teacher(s) are able to discuss with you the areas to celebrate, areas for development, including next steps, along with answering any questions you may have.

We kindly request that you join the meeting link at least 5 minutes prior to your appointment. You will be placed in the lobby and the teacher(s) will let you in when they are ready. The appointment will be strictly 10 minutes long and teacher(s) will need to end the meeting at the end of this time, so they can admit the next parent/carer to the meeting. Unfortunately, there is no provision for parents/carers who are late for the meeting.

We appreciate that for Years 1 and 2 parents/carers, this is first consultation since last October. This meeting will focus primarily on how your child/ren have settled into their respective new year group(s). We aim to give you sufficient information about your child's approach to learning, progress and achievement in areas of learning, as well as particular strengths and areas for development.

If there are any questions, please do not hesitate to contact the School Office.

Best wishes

Madeleine Denyer and all the teachers at Stanford Infant School

