



15<sup>th</sup> March 2021

Dear Parents and Carers

### Parents' Evening

This term's Parent's Evening will be completed on Teams. You will have already booked your appointment to meet your child's class teacher using our school cloud system. If you have not yet booked your appointment, please book using the link below or contact your child's class teacher on Class Dojo/Tapestry to book.

<https://parklandps.schoolcloud.co.uk/>

Your child's class teacher will be messaging you separately today with a link to join the parents evening via Teams. This will be communicated to you using Tapestry or Class Dojo. If you are not signed up to this platform, an email will be sent with the join link.

To access the parents evening, you will need to follow the steps below.

1. If you are planning on accessing the meeting using a mobile device, please download the Teams app before the meeting. You do not need to log in to the app as you will join as a guest. When joining using a laptop, you can join using the web version.
2. Click on the link to access the meeting. This will open the teams app/web version. Please click on 'Join as a guest' and type in your child's name.
3. When you have clicked join, you will be placed in a waiting area. When your class teacher is ready for the meeting, you will be admitted to the meeting and your ten-minute meeting will then begin.
4. When the meeting has come to an end, you need to click on the end button to leave and then you will need to exit Teams.

To access your parent's evening, please click on the link, 5 minutes before the meeting is due to take place, to ensure that you are ready for the meeting. It is important that you are in a place where you can listen and discuss your child's progress. It would also be advisable to blur your background if your device allows or sit in a position you have a blank canvas in the background.

If you have requested a phone call instead, be aware that when teachers call, it will appear as no caller id.

We look forward to meeting with you to discuss your child's wellbeing, progress, and next steps after lockdown.

Yours sincerely

Mrs J Andrews  
Headteacher