

October 2020

Dear Parents/Carers,

Year 12/13 Parents' Evening

Year 12/13 Parents' Evening will be held via Microsoft Teams. I am sure you will appreciate in the current climate that unfortunately we cannot have a high number of additional visitors into school. However, we value the opportunity to discuss your son/daughter's progress, and encourage all parents/carers to attend the evening online.

For all subjects, Parents Evening will be on Thursday 22th October, each appointment is limited to 10 minutes and appointments will be available between 4pm and 7pm. Ideally, when booking, a small gap should be left in between each appointment.

You need to book only one appointment for each subject studied, in the cases where there is more than one teacher, your son/daughter will have been advised who to make the appointment with. Teachers will have discussed progress beforehand to ensure that no information is missed. **Please ensure the student attends the appointments with you.**

Please follow the attached link to book your appointments times in advance Please book your appointments by 3pm Tuesday 20th October.

[Sixth Form Parents Evening Bookings](#)

Please note you will need to select the teacher, choose the time slot, fill in your relevant details and select 'Book' for each individual appointment.

Please find attached a copy of the usual appointment form at the end of this letter to record the times. We will also print copies of this form for your son/daughter to bring home.

To access the appointments on the evening, you will need to do so via Microsoft Teams and you will need your son/daughters school computer login details. Please check this is working prior to the evening.

Please do not hesitate to contact me if you have any queries at parentsevening@hazelgrovehigh.co.uk

Yours faithfully



Mr B Vickers
Deputy Headteacher

Instructions to access appointments

Below are the step-by-step instructions to get you logged on and able to meet with your child's teachers.

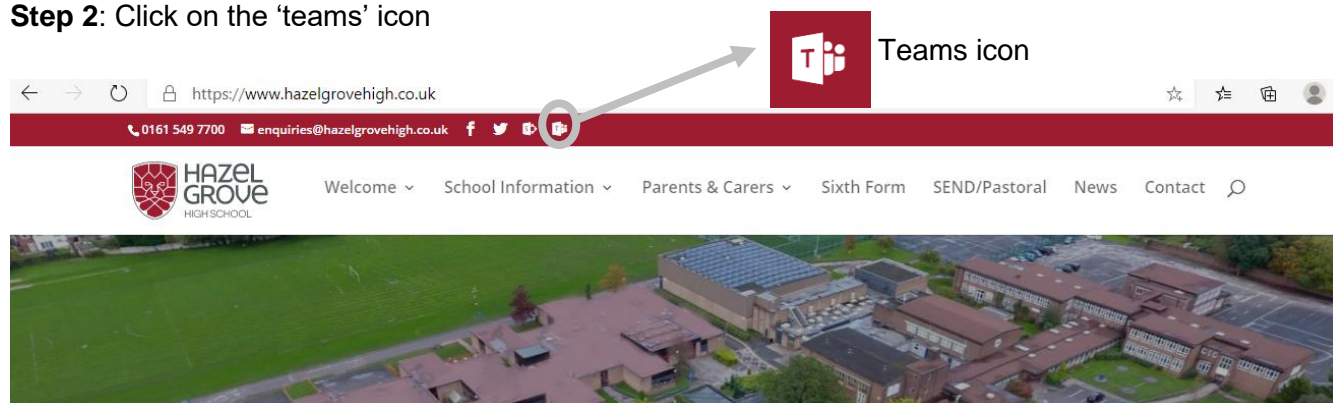
To use Microsoft Teams, you will need access to a computer or mobile device which has a microphone. If using Microsoft Teams on a mobile device, then you will need to download the app. Please see below the links for the app depending on the device you are using:

- iOS: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>
- Android: https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB

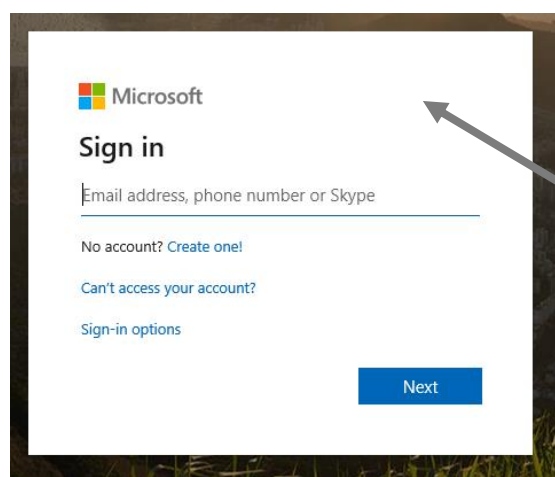
To access the appointments

Step 1: Go to the school website (www.hazelgrovehigh.co.uk).

Step 2: Click on the 'teams' icon



Step 3: You will have to login to your child's account.

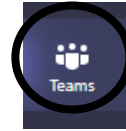


Use your school computer login followed by
@hazelgrovehigh.co.uk

E.g.
Y14.BloggsJo@hazelgrovehigh.co.uk

THEN:
Your password is your usual school login
password.

Step 4: you will then need to navigate to the Parents' Evening Team.



Step 5: Find the teacher you are talking to next. (please be aware they might be in a hidden channel). To view the hidden channels simply click the hidden channels at the bottom of the channel list.

Step 6: Once you have entered the channel you will see a meeting in the posts section of the channel. To join the meeting simply click the join button.

Step 7: Before you join the meeting please ensure your microphone is enabled. To do this simply ensure the toggle switch for the microphone is enabled. You will join in the waiting room for the teacher – the teacher will then let you in and discuss your child's progress with you. Then when you are finished the teacher will remove you and you can find your next appointment.

Student's Name: _____

Form: _____

Date: 22/10/20

APPOINTMENT FORM

Time	Name of Tutor
4.00 pm	
4.10	
4.20	
4.30	
4.40	
4.50	
5.00 pm	
5.10	
5.20	
5.30	
5.40	
5.50	
6.00 pm	
6.10	
6.20	
6.30	
6.40	
6.50	
7.00 pm	