St. Michael's C.E. (Controlled) Junior School

Church Lane East, Aldershot, Hampshire, GU11 3SS
Headteacher: Mrs Steph Tyler

Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.

4th March 2021

Dear Parents,

As with our Parents' evening meetings in October we will again be using Microsoft Teams to host secure virtual meetings with parents this term

Parents' evening dates and times

Shackleton Class	Monday 22nd March	9:00am – 10:00am
	Wednesday 24th March	9:00am – 10:00am
	Thursday 25th March	3:30pm – 6:30pm
	Friday 26th March	11:00am – 12:00 noon
	Monday 29th March	4:30pm – 6:30pm
	Wednesday 31st March	9:00am – 10:00am
	Thursday 1st April	9:00am – 10:00am

Scopay booking system

You will be able to book your appointment time in the usual way, using Scopay. Appointments will be 15 minutes long, but if you feel that is too long then they may finish earlier. For anyone needing extra time, a further appointment will need to be made. We have attached a reference guide for parents.

The bookings system will open on **Friday 5th March at 6:00pm** and will close on **Sunday 14th March at 11:45pm.**

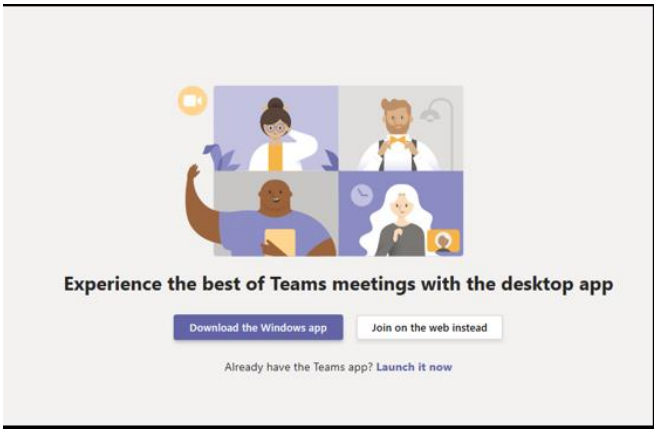
Microsoft Teams appointment

Following the booking of your appointment, the school office will send you an email inviting you to attend a virtual Microsoft Teams meeting with your child's class teacher at your chosen time. **You will need to click accept to the invitation to alert us that you have received the invitation. Please keep the original email as this will also contain a link to allow you to join the meeting at your meeting time**.

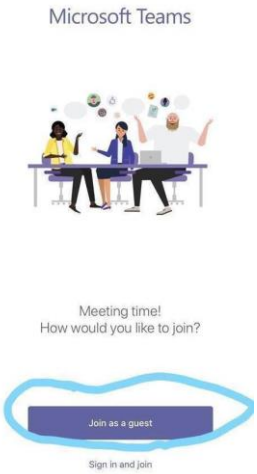
Accessing Microsoft Teams

Microsoft Teams can be accessed via a browser or the app which can be downloaded from your app store.

Just before the meeting is due to start, you can click on "Join Microsoft Teams Meeting" from your email and you'll see this if you open the link in a browser:



If you are opening on a tablet or phone and you have downloaded the app it should give you the option to open the meeting in the app and you should see this:



Click join as a guest. Add your name and wait for the meeting to start.

Please enable the microphone and camera options to ensure we can hear and see you.

<u>Unable to access Microsoft Teams</u>

If you would prefer a telephone appointment rather than a virtual meeting on Teams, please book an appointment time on the Scopay system and email the school office with this request.

The School Office Team