



# Telford Infant School

Headteacher: Mrs S.A. Oustayiannis

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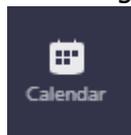
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13<sup>th</sup> October 2020

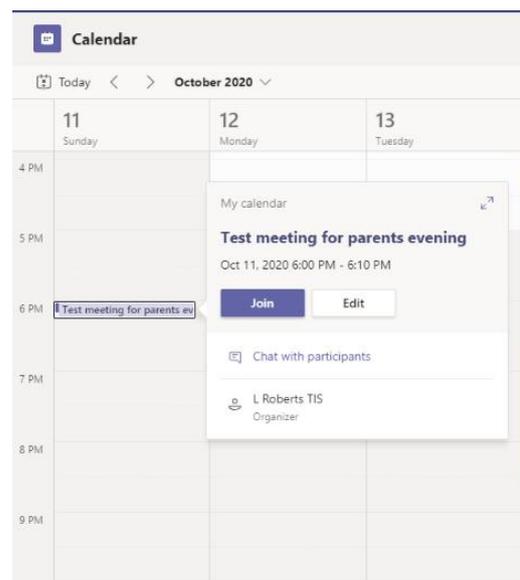
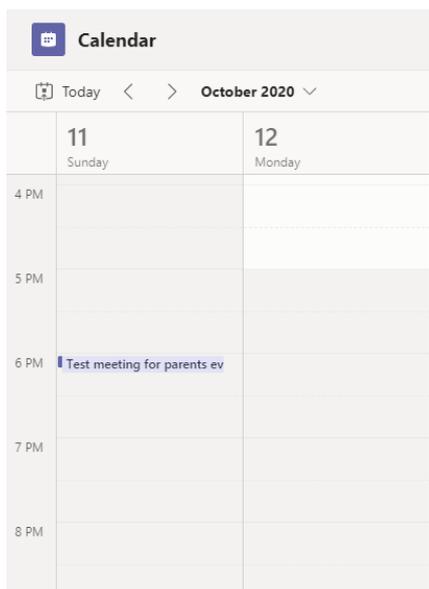
Dear Parents,

Thank you for booking your learning review slot on eSchools and activating your child's Teams login. During our test session we discovered that teachers are not able to 'call' pupils directly via the teams platform (this is for safety reasons) and so we need to invite you to join a Teams meetings instead. To access your Teams meeting please follow the steps below;

- 1) Log into Teams with your child's login.



- 2) Click on the calendar icon on the left hand side of the screen find the meeting on the date and time you booked on eschools.
- 3) Click on the meeting to open the details and click **join** to join the meeting. You may be asked if your device/computer can access the camera and microphone if this is the first time you have used Teams. Please allow your device to access both so your class teacher can see and hear you. Please do not join the meeting until your allocated time.



During the learning reviews, class teachers will support with any technical issues as best they can, but if there is a long delay with starting a meeting or a meeting is severely interrupted due to technical difficulties it will have to be rescheduled. Your meeting should be in your child's calendar by Wednesday 14<sup>th</sup> October so you may wish to login and check you can see the meeting prior to your learning review date.

Thank you for bearing with us whilst we all get used to a different way of meeting with you.

Kind regards



Louise Roberts

Deputy Headteacher

