



Porters Grange Primary School & Nursery

Part of the Portico Academy Trust

Principal Miss D. Henley

Vice Principal Mr M. Aggus

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PORTICO
ACADEMY TRUST

opening doors, unlocking potential

CEO - Mrs C. Woolf

Parents Evening on Microsoft Teams

This year's parent consultations will look a bit different to other years. **Because of the ongoing situation, meetings will not happen in school. Instead we are going to be using Microsoft Teams as outlined in our previous letter.**

In order to book your appointment, you will have first used our online booking system within School Ping or by contacting the school office directly. Following on from this, you will have received an email inviting you to a meeting. You may need to check your junk folder in case it has gone there. The invite will come from an account with your child's class name (e.g. Lobster).

Within the email there will be a link which looks like this:

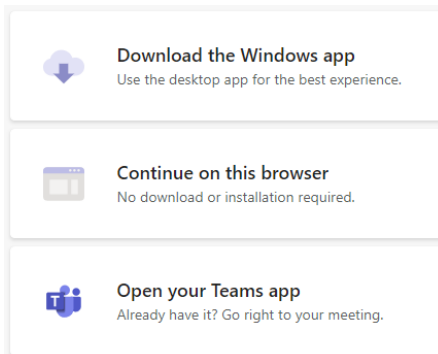
[Join Microsoft Teams Meeting](#)



[Learn more about Teams](#) | [Meeting options](#)

When it is time to join your meeting, you need to click on this link. You will then need to wait for the class teacher to admit you to the meeting. They may have an appointment directly before yours, so please be patient whilst they switch between meetings.

When you click on the link, you will see the following message:



Please click 'continue on this browser' unless you are operating an Apple device. If you are using an iPad or an iPhone, please download the Microsoft Teams app first. You do not need to log in; simply having the app is enough.

We hope that everything runs smoothly but please bear with us if we have to iron out some technical problems along the way. This is all new to us too.

Thank you for your support and we look forward to seeing you soon.

Kind regards,

Mr M Aggus

Vice Principal

We are a **good** school in all areas

"The school's work to promote pupils' personal development and welfare is Outstanding"

