

Headteacher: Mrs. Wendy D'Arcy

Email: [admin@hardwicke.gloucs.sch.uk](mailto:admin@hardwicke.gloucs.sch.uk)

Website: [www.hardwicke.gloucs.sch.uk](http://www.hardwicke.gloucs.sch.uk)



Hardwicke Parochial Primary  
Academy,

Poplar Way,

Hardwicke,

Gloucester.

Wednesday 21<sup>st</sup> October 2020

Dear Parents/Carers,

### Parents Evening 2020

Hopefully today you received your child's Log In information for our Virtual Parents Evening. If you didn't please do not panic, these will be sent home with your child tomorrow. We will be hosting our first Parents Evening via Microsoft Teams. We will also be using this platform to host our online lessons and remote learning should we need to close a class/bubble/year group. Please keep your child's log in details safe.

**Booking for Parents Evening will take place via Teachers to Parents. Each child will be allocated a 10 minute slot. You should have already received booking information for this, if you have not please contact the school office.**

On the next page of this letter, you will find the step by step instructions to enable you to log into your child's Microsoft office account. **Please be advised that this is not an additional communication pathway for you to contact your child's class teachers. This email account will only be used for Parents Evening and Remote Learning.** Should you have any questions please call 01452 720538 or email [slt@hardwicke.gloucs.sch.uk](mailto:slt@hardwicke.gloucs.sch.uk). For families who have limited or no internet access, the meeting can take place via telephone.

Yours sincerely,

Mrs D'Arcy

Headteacher

# MICROSOFT TEAMS: How to log on

Step 1: Download Teams to your PC/Laptop/ device.

## Via the Internet

Open your preferred internet browser and go to [teams.microsoft.com](https://teams.microsoft.com)  
Sign in with your school email address and password  
Choose the **Use the web app instead** option  
The class team will be in the Teams section on the left hand side of the screen

## Via the Desktop Application (Windows or MacOS)

Open your preferred internet browser and go to [teams.microsoft.com](https://teams.microsoft.com)  
Sign in with your school email address and password  
Choose the **Get the Windows/Mac app** option  
Run the installation file you have downloaded and install to your PC.  
Open the application and sign in with your school email address and password  
The class team will be in the Teams section on the left hand side of the screen

## Via an Apple Device (App Store)

Open the App Store on your iPhone/iPad and search for Teams  
Select the Microsoft Teams app and install  
Open the app and sign in with your school email address and password  
The class team will be in the Teams section at the bottom of the screen

## Via an Android Device (Play Store)

Open the Google Play store on your Android phone/tablet and search for Teams  
Select the Microsoft Teams app and install  
Open the app and sign in with your school email address and password  
The class team will be in the Teams section at the bottom of the screen

Step 2: Enter in the login details provided in the email – Week beginning 2<sup>nd</sup> November, you will find a calendar invite from the teacher for a group session on the selected evening. Please use this invite to be able to access your selected parents meeting slot.

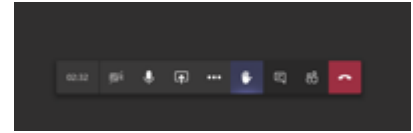
Step 3: Join the Microsoft invite: As shown:

[Join Microsoft Teams Meeting](#)

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

Please wait in the lobby until the teacher invites you to join. You are allocated 10 minute slot- please be mindful of this as other parents will be waiting.

Step 4: Once your session has finished. Please end the call promptly by using the red button provided (to hang up).



Once you have gone, the teacher will then be able to admit the next parent on the list.

In order to ensure our parents evening runs as smoothly as possible, please could you login a day before to test your access to Microsoft office account. On the night of your meeting log in with the details provided, and at the appropriate time, please wait patiently in the lobby until you are invited in. Please do not log off, otherwise you may miss your slot, the teacher will be able to see that you are waiting and will come to you as soon as feasibly possible.