

Monday 15 March 2021

Dear Parent/Carer

As you know, we will be delivering the Year 11 Progress Evening via Teams, so that we are avoiding unnecessary contact and following Covid-safe protocols.

We appreciate that using Teams may not be something that you are overly familiar with so we have prepared this guidance on accessing it, either from a mobile device/tablet or from a laptop/computer. In summary:

To Access Teams on a Mobile Device or Tablet:

1. Download the Microsoft Teams App
2. Sign into the app using your child's log in details (i.e. email address and password)
3. Once logged in, please keep the app open and wait for the teacher to call you at your allotted time
4. Please accept any prompts to allow microphone and camera access

To Access Teams on a Laptop or Computer:

1. Open a Web Browser and enter www.office.com
2. Click 'Sign In'
3. Enter your child's school email address
4. Click 'Next'

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5. Enter your child's password
6. Click 'Sign in'
7. Once in, click on the Teams icon located on the left-hand side of the screen (the icon has a T on it)
8. When you have opened Teams, please wait for the teacher to call you at your allotted time
9. Please accept any prompts to allow microphone and camera access

Between now and Progress Evening, please make sure that you are able to log in and understand the procedure to access the calls from the teachers.

Please keep a record of the appointments you have booked via ParentMail but, should you need a reminder, details may be found by logging into ParentMail and accessing the Parents Evening section from the main menu.

With kind regards,

Lisa Hawkins-Weeks
SET Beccles School Office

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