



S3 Online Parents' Evening

Wednesday 24th November 4pm – 6 pm



We look forward to welcoming you to our Virtual S3 Parents' Evening.

As is normal, appointments with each teacher will be limited to **5 minutes**.

All appointments will be conducted through the **Microsoft (MS) Teams** app on the young person's iPad.

To respect your privacy you can if you wish choose to keep your camera switched off, or if using your camera select to blur your background (as detailed below).

Booking Appointments



Appointments are booked using the same online Parents' Evening booking system as in previous years. Appointments can now be made using the following link <https://castlemilkhigh.parentseveningsystem.co.uk>

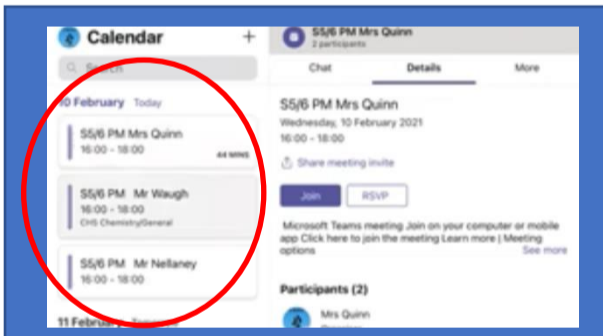
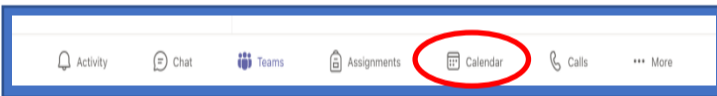
Advice: Please try to leave 5 minutes between each meeting to allow you to move between teachers.

Meeting on MS Teams



From the iPad homescreen tap on the MS Teams icon to open it.

Once in teams, select calendar by tapping on the icon at the bottom of the screen.



A minute or two before your appointment time tap on the name of the teacher on the left.

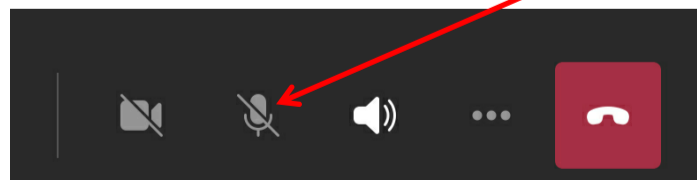
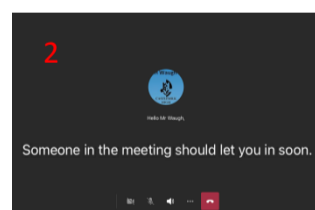
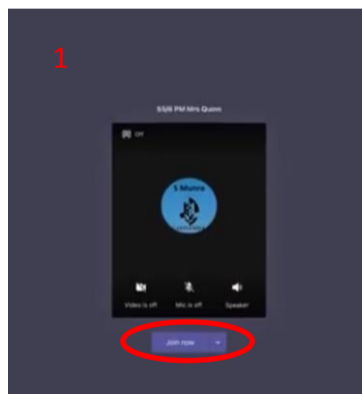
The selected teacher's details will now appear on the right of the iPad screen.

Tap the purple join button.

Tap the purple 'Join now' button that appears. (1)

You are now in the virtual waiting area. (2)

At the agreed time the teacher you are meeting with will either appear on screen in person or their name badge will appear.



Once the meeting starts simply tap the microphone icon at the bottom of the screen to unmute and allow you to speak to the teacher.

If you would prefer to appear on screen tap the camera and this will allow the teacher to see you. (Tapping the 3 dots will give you the option to blur your background.)

At the end of the meeting you will be requested to end your call – simply tap the red button with the phone icon.

Through our values of ambition, respect, responsibility and resilience, we nurture our community of tomorrow
Castlemilk High: Changing Perceptions, Changing Minds

