

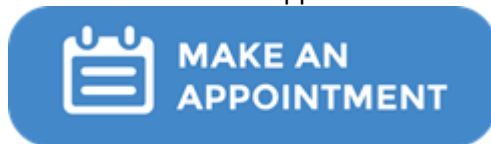


# Parent – Teacher Consultation Bookings Procedure Autumn Term

We have pleasure in advising that appointments for this term's parent - teacher meetings will be made online using Microsoft Teams.

The instructions on how to book your appointments are as follows with a video guide available here.

- Click on the 'make an appointment' button below or in the email you have received.



- Navigate through the calendar to November 2020, week commencing Monday 9<sup>th</sup>.

Teacher consultation evening  
10 minutes  
Free

09 November

< > November 2020

Mo	Tu	We	Th	Fr	Sa	Su			
						1			
2	3	4	5	6	7	8	16:00	16:15	16:30
9	10	11	12	13	14	15	16:45	17:00	17:15
16	17	18	19	20	21	22	17:30	17:45	18:00
23	24	25	26	27	28	29			

Select staff (optional)  
Anyone

- Select your class teacher from the staff drop down list. *(This will show their availability).*

Teacher consultation evening  
10 minutes  
Free

09 November

< > November 2020

Mo Tu We Th Fr Sa Su

1

2 3 4 5 6 7 8 16:00 16:15 16:30

9 10 11 12 13 14 15 16:45 17:00 17:15

16 17 18 19 20 21 22 17:30 17:45 18:00

23 24 25 26 27 28 29

Select staff (optional)

Anyone

- Select your preferred day from the available dates.

Teacher consultation evening  
10 minutes  
Free

09 November

< > November 2020

Mo Tu We Th Fr Sa Su

1

2 3 4 5 6 7 8 16:00 16:15 16:30

9 10 11 12 14 15 16:45 17:00 17:15

16 17 18 19 20 21 22 17:30 17:45 18:00

23 24 25 26 27 28 29

Select staff (optional)

Anyone

- Add your name
- Add your email address
- Add any notes for the class teacher regarding any specific matter you would like to discuss.
- Click Book

Add your details

Name

Email

Phone number (optional)

Address (optional)

Please let us know if you have any special requests.  
Thank you.

Notes (optional)

By clicking below you agree to these [privacy policies](#).

Book

You will receive an email with your meeting details, including how to Join the meeting at your chosen time. This will be placed in your mail app calendar if your mail provider has granted permissions.

Please use your booking confirmation email to cancel or rebook your appointment.

The Team meeting will work through your Web Browser i.e. Chrome and there is **no requirement** to download the app or login with your child's Loreto account.

Please [click here for a support video](#) to guide you through this booking procedure.

