



Ralph Allen School

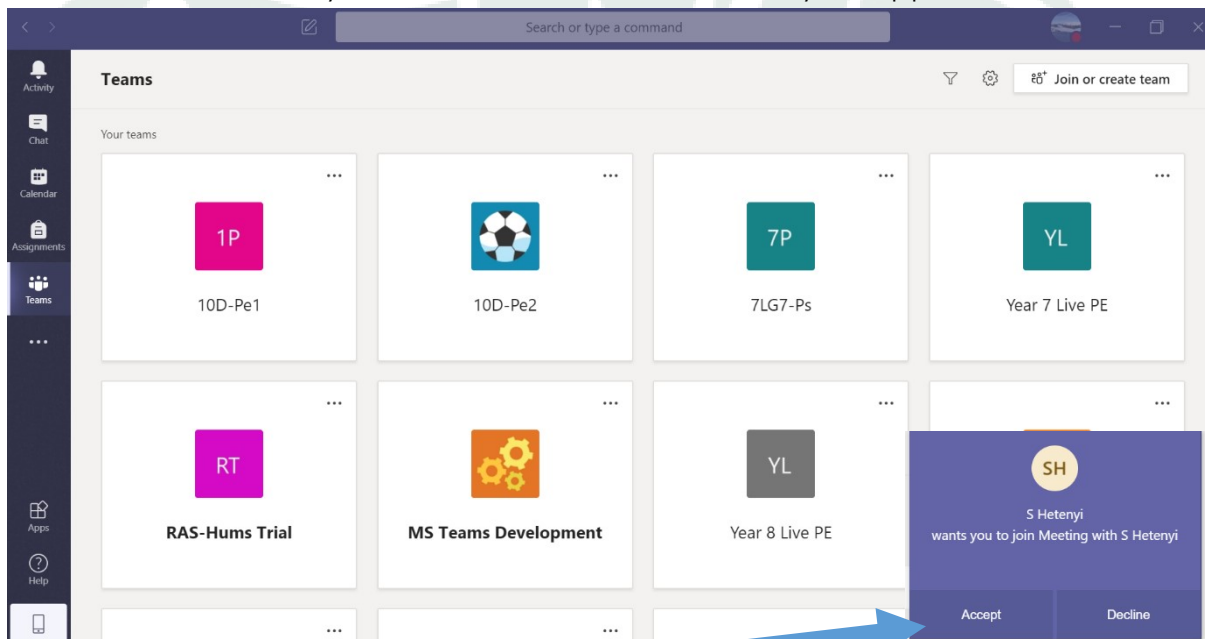
Respect • Teamwork • Personal Best

Instructions – How to log on to TEAMS for Parents' Evening

Step 1 – Log on to TEAMS via the app, using your son/daughters account, ready for your appointment time



- Once in Teams you need to wait to be invited to your appointment.



Step 2 – At the allotted time the teacher will call you via teams, you will get a text box like the shot below. **Click on accept**

Step 3 – You will then see the screen below:

Headteacher: Andy Greenhough BSc (Hons) | Deputy Headteacher: Angus Harrison BSc (Hons)

Claverton Down Road, Bath, BA2 7AD | Telephone: 01225 832936 | E-mail: enquiries@ralphallenschool.com | www.ralphallenschool.com

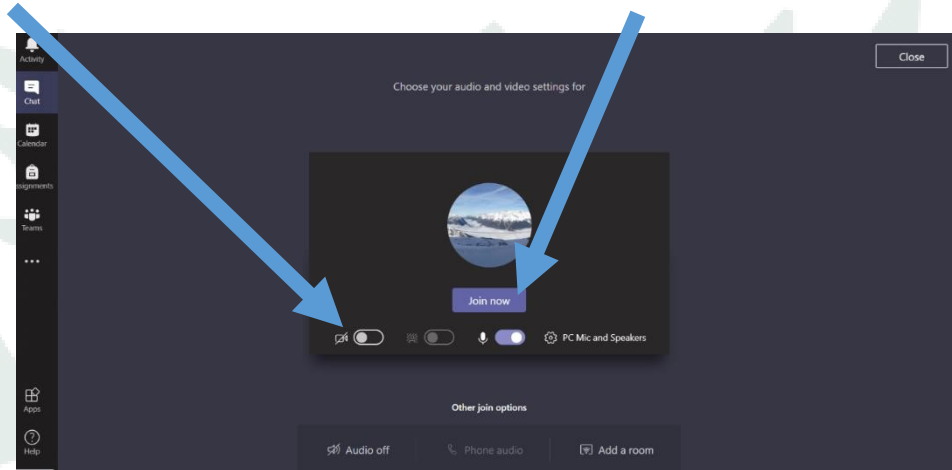
Ralph Allen School is part of Palladian Academy Trust(PAT) | Company number: 8061092



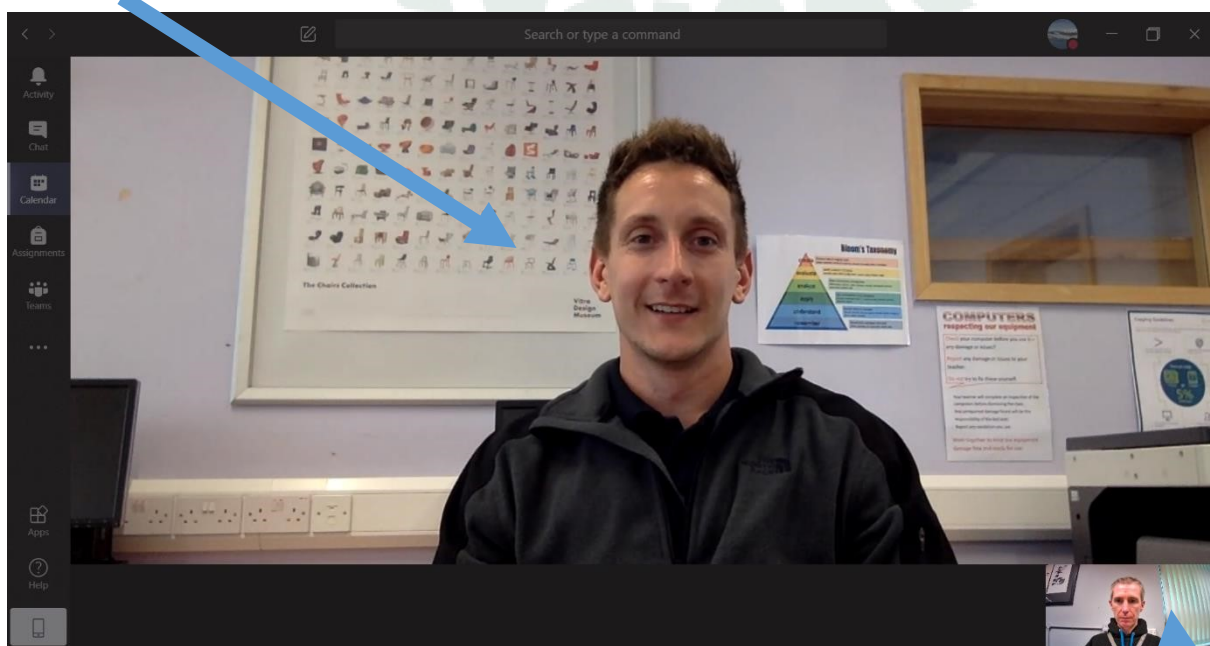
Ralph Allen School

Respect • Teamwork • Personal Best

Click camera on and check you are unmuted
Click join now to start the consultation



Step 4 – You are now in the meeting
Teacher



Parent

Headteacher: Andy Greenhough BSc (Hons) | Deputy Headteacher: Angus Harrison BSc (Hons)

Claverton Down Road, Bath, BA2 7AD | Telephone: 01225 832936 | E-mail: enquiries@ralphallenschool.com | www.ralphallenschool.com

Ralph Allen School is part of Palladian Academy Trust(PAT) | Company number: 8061092



Ralph Allen School

Respect • Teamwork • Personal Best

Step 5 – Once consultation finished the teacher will end the meeting. You then wait for the next teacher to call and you repeat the above steps.

*Please be aware that It is necessary to keep appointments to the allotted time – therefore staff will need to end the meeting at the correct time.

Thank you in anticipation of your understanding.



Headteacher: Andy Greenhough BSc (Hons) | Deputy Headteacher: Angus Harrison BSc (Hons)

Claverton Down Road, Bath, BA2 7AD | Telephone: 01225 832936 | E-mail: enquiries@ralphallenschool.com | www.ralphallenschool.com

Ralph Allen School is part of Palladian Academy Trust(PAT) | Company number: 8061092