



Kinross High School Digital Parents' Evenings – Guidance for Parents/Carers

Prior to day of meeting...

- Download the *Microsoft Teams* app
 - Free, faster and more user-friendly than web version
- Familiarise yourself with the app – test with a friend
- Check appointments (print out if possible)
- Accept invitations to meetings
- Consider any relevant topics/questions for discussion

Day of meetings...

- Log in 10 minutes prior to first appointment
- Check camera (if using) and volume on device
- Attend meetings 2-3 minutes prior to start time
- You will wait in a lobby until admitted

Other tips...

- If it is not working, try closing Teams and trying again
- Consider where your device is situated in your house – angle of the screen is especially a consideration to help the meeting go smoothly, as is your Wi-Fi connection
- Please let the school office know if you are unable to make a meeting

If there are issues...

Please be patient but contact the school if the technology is not working. We may not be able to resolve the issues at the time but will get back to you within 5 working days.

Feedback...

<http://www.kinrosshighschool.org.uk/parents/parents-evenings>



On Teams



01577867100



KinrossHigh@pkc.gov.uk



www.kinrosshighschool.org.uk/