

# Loreto Convent School Gibraltar



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Thursday, 22 October 2020

Dear Parents,

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

Appointments will be available for booking as from **2<sup>nd</sup> November 2020**. The appointments will be held with your child's class teacher after school hours during the **week commencing 9<sup>th</sup> November 2020**.

The instructions on how to book your appointments are as follows:

- Click on the 'make an appointment' button below.
- Navigate through the calendar to November 2020, week commencing Monday 9<sup>th</sup>.
- Select your class teacher from the staff drop down list. (*This will show their availability*).
- Select your preferred day from the available dates.
- 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

You will receive an email with your meeting details, including how to join the meeting at your appointed 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, with a printable format available [here](#).



Kind regards

Louise Napoli