

# Loreto Convent School Gibraltar



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Wednesday 9<sup>th</sup> November 2022

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 to book from **Wednesday 9<sup>th</sup> November 2022**. Appointments will be held with your child's class teacher after school, **4pm to 6.30pm** from **Monday 21<sup>st</sup> to Thursday 24<sup>th</sup> November**. Staff are **only available** on the days/free time as shown on the bookings system, no availability indicates they are fully booked or not meeting on this day. Please indicate to the class teacher if you would like to speak with a specialist teacher, these appointments will be made week commencing Monday 28<sup>th</sup> November after school.

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

- Click on the 'make an appointment' button below.
- Select Upper Primary - Online Teacher meeting - 21/11/22 - 24/11/22
- Navigate through the calendar to November 2022, week commencing Monday 21<sup>st</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, there is **no requirement** to download the Teams 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

