

# Rowlands Primary School

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9<sup>th</sup> September 2020

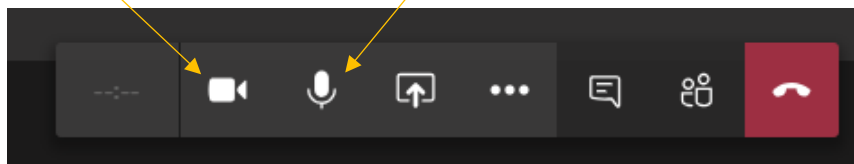
Dear Parents / Carers

## Meet the Teacher Virtual Event

This year, as last, we are hosting a 'Meet the Teacher' event. However, because of the restrictions placed upon us, this will be a virtual meeting. Your child's class teacher will be presenting and talking through information about the class and offer the option to ask any questions via a Microsoft TEAMS meeting.

You will be able to see the teacher and their Powerpoint. Other parents will be able to see some of you on the screen too. If you would prefer that they did not see you, you can turn off your video camera and still be able to see and hear the presentation. You just click on the video camera symbol to turn it off.

While the teacher is talking, they will request that everyone mutes their microphone to prevent sound interference. To do that you click on the microphone symbol. To unmute you click on it again. You will need to unmute at the end if you want to ask questions.



To be able to join the meeting, all you need to do is email the school office, using [RGPS@gateshead.gov.uk](mailto:RGPS@gateshead.gov.uk) providing the email address with which you would like to join the meeting and the class, date and time of the meeting you want to attend. We will then send you an invitation via that email which will allow you to join the meeting. You click on the purple writing to join. (If you have already emailed a request, you should receive your email invitation soon).

Join Microsoft Teams Meeting  
[Learn more about Teams](#)

If you have not used TEAMS before or do not have the app on the device you are using, you will need to download the app first. It is free. If you do need to download, please do that ahead of the meeting starting.

These are the dates and times of the meetings (you only need to attend once—there are 2 dates for each class to offer parental choice):

Thursday 10th Sept (TOMORROW)

4B at 4pm    5/6A at 4.45pm

Friday 11th Sept

3L at 4pm    6B at 4.45pm    5R at 4.45pm

Monday 14th Sept

2W at 4pm    1/2M at 4.45pm

Tuesday 15th Sept

1/2M at 4pm    2W at 4.45pm    7B at 4.45pm

Wed 16th Sept

5/6A , 7B, Early Years all at 4.45pm

Thurs 17th Sept

6B at 4pm    5R at 4.45pm

Fri 18th Sept

4B at 4pm    3L at 4.45pm

If you are not able to attend either meeting, the class teacher will upload their information Powerpoint to the school website after the second meeting, for everyone to view.

Remember that you **must email the school to be able to get an invitation to join the meeting** by at least 1pm on the day of the meeting. Requests after that time will not be processed quickly enough.

I look forward to seeing you all soon virtually!

Yours faithfully



Mrs L Clarke  
Headteacher