Meridian Trust

LINCROFT ACADEMY

Attending Parents Evening Appointments

The system will generate separate links for each appointment that you have booked after the booking system closes. As such, you will receive separate emails for your appointments from each teacher individually with a link for the date and time booked.

In order to access your appointments on Thursday, you will need to open the email from the respective teacher and click on the link provided. This will take you to a Teams meeting - the platform on which the virtual meetings will take place.

You can not access your virtual appointments via MCAS (My Child At School), the only way to access appointments is via the email links.

In order to ensure that you do not miss your appointment, we advise that you save these emails or flag them in your inbox, or you may wish to add the meeting invites to your digital calendars on your device.

Please check your junk mail if you are unable to locate the emails. The email will be sent to the email address linked to MCAS only for the parent who booked the appointments.

Lastly, the Teams meeting will not time out automatically. Please be aware that teachers will notify you that there is under a minute left - at which point they will need to end the video call and start their next appointment. Appointments will run for 5 minutes.

Once you have made the required bookings, you will receive an email (there will be one email for each appointment) with the meeting link.

To join the meeting, click on the link in the email. You can use either your phone or a desktop.

This will open the meeting in Teams.

You will be able to join the meeting as a guest without logging in to Teams.



