



# Fair Field Junior School

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**Executive Headteacher:** Mrs A. Aharon

**Head of School:** Mrs C. Goodwin

Friday 30<sup>th</sup> April 2021

Dear Parents/Carers,

## Information for Virtual Parent's Evening - How to log on

1. Click on the below link in the main body of this email.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

If you are using a laptop or desktop computer this link will take you through to the meeting "lobby" (waiting room).

If you are using a smart phone or tablet you will be asked to download the (free) app. Once it is downloaded and open you will see this screen.



Microsoft Teams

Meeting time!  
How would you like to join?

Join as a guest

Sign in and join

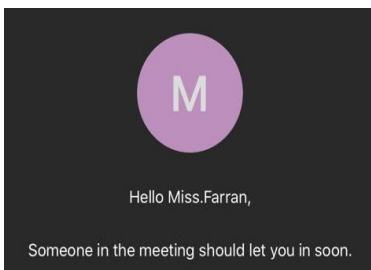
Sign in as a guest

Type your name, then select  
Join meeting.

Name

Join meeting

Add your child's name



If there is a message prompting you to log in, you do not need to do so. The teacher will not admit you to the meeting until the meeting with the previous parent/child has ended, so you may need to remain in the lobby for some time. As always, we hope to remain on schedule, however please bear with us as we adjust to the new technology. If you require a follow up meeting we can arrange this for you.

Kind Regards

Mrs Goodwin  
Head of School