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Havelock Infant & Junior Schools

Part of the Pathfinder Schools

Havelock Street, Desborough, Kettering, Northants NN14 2LU

Executive Head Teacher: Rachel Kiziak BA (Hons) Telephone No: 01536 760486/01536 760361 Email: head@havelock-jun.northants-ecl.gov.uk

How to access the meeting using Teams on a laptop

Once logged in click on the parents evening channel

Activity	Teams	Y	T Pare	ents Evening Autumn 2020 Posts Files Notes	⊚ Team	í) •••	l
<mark>@</mark>	✓ Your teams		- 1	מכורפי הענומה זכיר ניווס כווסווויפי נט טיב מענטווומענ <mark>סוון או</mark> לעיור וודעויב כווסווויפוז וואנ.			
Teams	T Test		RK	Rachel Kiziak - 9:07 PM Scheduled a meeting			Î
assignments	General			Parents Evening			l
	Parents Evening Autumn 2020						l
	Self isolation			« ^и периу			1
			RK	Rachel Kiziak 9:07 PM Scheduled a meeting			
				Parents Evening Thursday, November 5, 2020 @ 6:00 PM			l
				Ĝ₄ Meeting ended: 25s	RK		l
							l
				Last read ———			l
			RK	Rachel Kiziak 8:59 PM Scheduled a meeting			
				Parents Evening Thursday, November 5, 2020 @ 4:00 PM			l
				r Collapse all	RK		l
				Qi Parents Evening ended: 17s Qi Meeting ended: 0s	RK		l
				∠ Reply			
ß							
Apps				🖄 New conversation			
?	28 ⁺ Join or crosto a toam	567					

Click on the date for the meeting you have booked an appointment for on the blue box

Activity		Parents Evening Chat Details	Join	Close
Teams	+ A	dd to calendar	Tracking	
Assignments	(ii)	November 6, 2020 7:00 PM - 7:30 PM	RK Rachel Kiziak Organizer	
		Test > Parents Evening Autumn 2020	·	
	0			
	Ξ			
		Microsoft Teams meeting		
		Join on your computer or mobile app Click here to join the meeting		
		Learn More Meeting.options		
H Apps				
(?) Help				

Click on the join button



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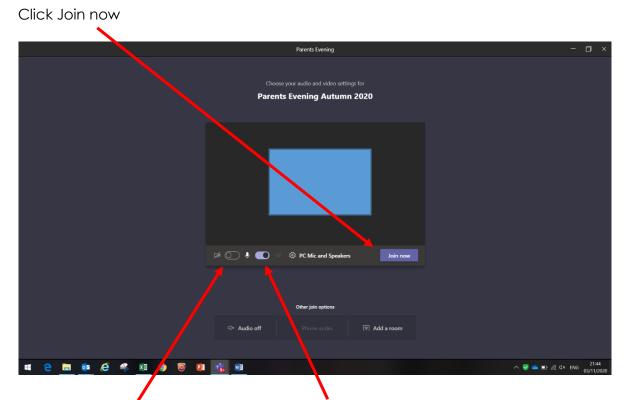


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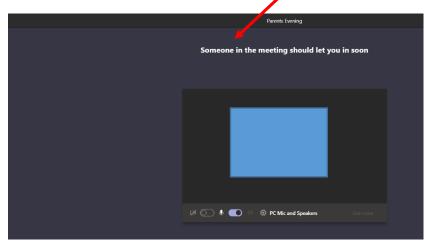
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Turn on the camera and check you are unmuted.

You will then be connected to lobby area and the class teacher will admit you when they have finished their previous appointment.





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