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CM/kl

Monday 4th January 2021

Dear Parent/Carer,

Information to help access online lessons via TEAMS

Below is a step-by-step guide to help access lessons via TEAMS from Farlingaye High School:

1. Go to the [Office 365 Site](#)
2. Open up Teams (or use the Teams App on your phone or other device)
3. Go to the Team Site for the lesson that is due
4. In the Posts there will be a link to join the lesson
5. The invite for the lesson will also be in an email sent by the teacher. This will get you directly to the lesson.

In addition, if you wish to refer to the letters sent by the Headteacher on Friday 18th December 2020, these are all listed as per relevant year group on the school website under 'News and Events' and then 'Letters'. The link is here: www.farlingaye.suffolk.sch.uk/Parents/Letters/

Thank you for your support. I hope that the lessons go well.

Mr C Moran
Assistant Headteacher
Farlingaye High School
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