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PS/lcm

24th January 2022

Dear Parents/Carers,

Parents' Evening Spring Term 2022 - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening. Appointments are available on Tuesday 8th February from 3.30pm to 5.30pm or Wednesday 9th February from 3.30pm to 7.00pm. The purpose of these meetings is to discuss your child's progress and how best to support them at home.

Appointments can be made via an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments will be available to book from 9.00am on Tuesday 25th January.

Appointments will close:

- on Monday 7th February at 12 noon for appointments on Tuesday 8th February
- on Tuesday 8th February at 12 noon for appointments on Wednesday 9th February

If you wish to make any changes after this date please contact the school office.

Please visit <https://greatcrosbycatholic.parentseveningsystem.co.uk> to book your appointments. The link is available via the school website. You will login with your own name and email address and your child's name and date of birth. **Please do not put in a title** ie. Mr, Mrs, Ms or Miss as this can throw the system out.

We have also attached a guide for parents – 'Video Appointments: Parents – How to attend appointments over video call'. It is now possible for another parent/guardian to join the meeting if you are not in the same place – the instructions for this are on page 6 of the guide. Also attached is a guide for making the bookings.

Please note that the system keeps to an exact timetable so you must be ready to join your appointment at the designated time. Appointments will be 7 minutes long and the appointment will automatically be ended at the end of your time. If you wish to discuss anything in more detail, please arrange this with the class teacher separately.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mrs P.A. Speed
Headteacher