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LM/lm

22nd February 2024

Dear Parents/Carers of RF,

## Parents' Evening Spring 2024 - Online Appointment Booking

I would like to invite you to attend our face to face Parents' Evening. Appointments are available on **Wednesday 6<sup>th</sup> March from 3.30pm to 7.00pm** or **Thursday 7<sup>th</sup> March from 3.30pm to 5.00pm**. The purpose of these meetings is to discuss your child's progress and how best to support them at home. Appointments will be 8 minutes long.

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 6pm on Thursday 22<sup>nd</sup> February.

Appointments will close:

- on Tuesday 5<sup>th</sup> March at 12 noon for appointments on Wednesday 6<sup>th</sup> March
- on Wednesday 6<sup>th</sup> March at 12 noon for appointments on Thursday 7<sup>th</sup> March.

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

Please visit <https://greatcrosbycatholic.parenteveningsystem.co.uk> to book your appointments. The link is available via the school website homepage by clicking the school cloud or via the Parents>Parents Evening page. 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.

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 L Morton  
Headteacher