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PS/lcm

28<sup>th</sup> February 2020

Dear Parents/Carers,

## 1L Parents' Evenings Spring Term 2020 - Online Appointment Booking

I would like to invite you to attend our Parents' Evenings on Wednesday 4<sup>th</sup> March from 3.30pm to 5.30pm and Thursday 5<sup>th</sup> March 2020 from 3.30pm to 7.30pm. 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 6pm tonight, Friday 28<sup>th</sup> February 2020 and will close on Tuesday 3<sup>rd</sup> March 2020 at 6pm. Should 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 as this is not required.**

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

A handwritten signature in black ink that reads "P.A. Speed". The signature is written in a cursive style.

Mrs P.A. Speed  
Headteacher