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PAS/lcm

14<sup>th</sup> May 2021

Dear Parents/Carers of Year 6,

## **Parents' Evenings Summer Term 2021 - Online Appointment Booking**

I would like to invite you to attend our Parents' Evenings on Tuesday 18<sup>th</sup> May 2021 from 15.30 to 19.30 and Wednesday 19<sup>th</sup> May 2021 from 15.30 to 17.30.

The purpose of these meetings is to discuss your child's progress and how best to support them at home.

Appointments can be made immediately and will close on Tuesday 18<sup>th</sup> May 2021 at 12 noon. 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. 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. A guide for making the bookings is available on the school website.

**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

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

Mrs. P.A. Speed  
Headteacher