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PS/lcm

9th October 2020

Dear Parents/Carers,

## Reception 'Keeping in Touch' - Online Appointment Booking.

I would like to invite you to attend a virtual 'Keeping in Touch' appointment on Monday 12th October from 9am to 4pm. The purpose of these meetings is to keep in touch with you and your child during this period of self-isolation.

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 Friday 9<sup>th</sup> October 2020 and will close at 6pm on Sunday 11<sup>th</sup> October 2020. Should you wish to make any changes after this date please contact the school office.

Please visit <https://greatcrosbycatholic.schoolcloud.co.uk> to book your appointment. The link is available via the school website (Parents/Parents' Evening). 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.**

We have also attached a guide for parents – how to attend appointments over video call. 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 10 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