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PS/lcm

12th February 2021

Dear Parents/Carers of Reception,

Parent 'Catch Up Meeting' - Online Appointment Booking.

I would like to invite you to attend a virtual 'Catch Up' appointment on Monday 22nd February 2021 from 1pm to 6pm. The purpose of these meetings is to touch base with you about your child's wellbeing and home/school learning.

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 9am on Saturday 13th February 2021 and will close at 4pm on Sunday 21st February 2021. 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 – '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 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

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

Mrs P.A. Speed
Headteacher