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PS/lcm

3<sup>rd</sup> February 2021

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 Wednesday 10<sup>th</sup> February 2021 from 9.30am to 10.30am or 1.30pm to 2.30pm. The purpose of these meetings is to keep in touch with you and your child while they are home learning during this period of lockdown.

We will be holding these meetings weekly and you will be able to book the time that is convenient for you within the time slots above. We will send you a reminder letter each week when the booking system is open.

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 Thursday 4<sup>th</sup> February 2021 and will close at 4pm on Tuesday 9<sup>th</sup> 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 5 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