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PS/lcm

15<sup>th</sup> September 2021

Dear Parents/Carers,

## Year 1 to 6 'Meet the Teacher' Evening Autumn Term 2021 - Online Appointment Booking

I would like to invite you to attend our virtual 'Meet the Teacher' Evening. Appointments are available on Wednesday 22<sup>nd</sup> September from 3.30pm to 7.00pm or Thursday 23<sup>rd</sup> September from 3.30pm to 5.00pm. The purpose of these meetings is to meet your child's new teacher and to discuss how they have settled in to school this year.

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 9.00am on Thursday 16<sup>th</sup> September.

Appointments will close:

- on Tuesday 21<sup>st</sup> September 2021 at 12 noon for appointments on Wednesday 22<sup>nd</sup> September
- on Wednesday 22<sup>nd</sup> September 2021 at 12 noon for appointments on Thursday 23<sup>rd</sup> September

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. **Please 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. Also attached is a guide for making the bookings.

**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

Mrs P.A. Speed  
Headteacher