



Lourdes Secondary School
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Head Teacher
Paul Monaghan

9th September 2022

S1 Parents' Evening Tuesday 20th September 2022

Dear Parent/Carer

The first of two S1 Parents' Evenings this session will take place from 5pm to 7pm on **Tuesday 20th September**. This evening will be hosted in the school and give parents/carers the opportunity to speak to staff.

To make your appointments please go to: www.parents-booking.co.uk/lourdes

Please note: You may need to type this address into your website browser's web address bar.

To login you will need to enter:

- Your surname (of main contact)
- Your email address
- Your child's first name, surname and date of birth

Please note: The login details must match those we have on record for you.

When you are logged in, you will see '**S1 Parents Evening**' displayed.

Below this are two options for you to choose from: *Suggest Bookings for Me* or *Make Bookings Myself*.

Please leave at least **5 minutes** between each appointment as teachers will be in different locations around the building.

The booking system will be open to allow you to make appointments from **Monday 9th September at 4pm** until **Friday 16th September at 10am**.

To help teachers to prepare for the evening, if you have any subject-specific questions for the class teacher, please note these in the comment box.

If you provide an email address, your appointments will be emailed to you. Otherwise, please screen shot or take a picture of your booking screen.

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On the evening-

- Each appointment will be limited to 5 minutes only
- Please be aware that teachers will provide a brief summary of how pupils are settling in to Lourdes.
- Due to the volume of appointments, if you miss your appointment time the teacher will be unable to see you.
- Where a fuller conversation is required in relation to your child's progress, please contact Mrs Hughes in the days following the parents' evening.

If you have any difficulty in making parents' evening appointments, please contact the school office as soon as possible.

I look forward to seeing you.

Yours sincerely,

L. Kerr

Depute Headteacher