

31st October 2022

S5/S6 Parents' Evening Tuesday 8 November 2022

Dear Parent/Carer

The first of this session's S5/S6 Parent's Evenings will take place from 3:30pm-5:30pm on Tuesday 8 November 2022. This evening will use **telephone appointments**.

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 mobile number – **this should be the number you wish teachers to contact you on for the appointments**
- Your child's first name

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

When you are logged in, you will see **'Term 1 S5/6 Parents Evening'** displayed. Below this are two options for you to choose from: *Suggest Bookings for Me* or *Make Bookings Myself*.

The booking system will be open to allow you to make appointments from **Sunday 30 October 2022 at 7:00pm** to **Friday 4 November 2022 at 10:00am**.

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 screenshot or take a picture of your booking screen.

The system of telephone appointments is still relatively new to both parents and staff. Some key points for consideration are:

- Each appointment will be limited to 5 minutes only
- Please be aware that teachers will provide a brief summary of pupil progress and may need to politely conclude the call due to time constraints.
- Please ensure that you are available to receive the calls at your chosen appointment times as class teachers will be unable to call back if the call goes unanswered.
- Where a fuller conversation is required in relations to your child's progress, please contact Mrs Cairns in the days following the Parents' Evening.
- If your child is entitled to Assessment Arrangements there will be an opportunity to make an appointment with the Support for Learning Team. If this is the case for your child, you will receive a text in relation to this matter.

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

Many thanks for your continued support.

Yours sincerely,

Ms E Cairney

Depute Headteacher