

31<sup>st</sup> January 2022

**S5/6 Parents' Evening Tuesday 8<sup>th</sup> February 2022**

Dear Parent/Carer

This year's S5/S6 Parents' Evening will take place from 3:30pm – 5:30pm on **Tuesday 8<sup>th</sup> February 2022**. This evening will use **telephone appointments**.

To make your appointments please go to: [www.parents-booking.co.uk/lourdes](http://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, 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 '**S5 S6 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 **Tuesday 1st February 2022 at 7:00pm until Sunday 6th February at 7:00pm**.

**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.

The system of telephone appointments is 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 relation to your child's progress, please contact Mr Blaney or 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.

Many thanks for your continued support.

Yours sincerely,

E Cairney  
Depute Headteacher