

10 January 2022

S4 Parents' Evening Tuesday 18th January 2022

Dear Parent/Carer

This year's S4 Parents' Evening will take place from 3:30pm – 5:30pm on Tuesday 18th January 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, 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 '**Term 2 S4 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 **Monday 10th January 2022 at 7:00pm** to **Thursday 13th January 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 screen shot or take a picture of your booking screen.

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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 relation to your child's progress, please contact Mrs Cassidy 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.

The third round of S4 tracking will be released later this week. This will provide an indication of your child's current progress across their subjects, taking in **a wide range of evidence** including Interim Assessment grades and performance in other class tests and coursework. Your child has already received feedback from their teachers regarding their performance in the Interim Assessments and is able to share this with you. The Parents' Evening will provide an opportunity for you to discuss Interim Assessment performance and overall progress with your child's teachers to help support them as they continue to prepare for SQA examinations.

Please be aware that as a result of covid-19, some staff may be absent. I will notify you of any staff who are unavailable to participate, during the morning of the 18th January 2022.

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 F Gaughan

Ms F Gaughan
Depute Headteacher