

**Monday 22<sup>nd</sup> February 2021**

Dear Parent / Carer

**Re: Year 7 Parents' Evening – Thursday 11<sup>th</sup> March 2021**

We are writing to invite you to our Year 7 Parents' Evening which will take place online on Thursday 11<sup>th</sup> March 2021. This is an excellent opportunity for you to discuss with your child's teachers their commitment to their learning, transition to secondary school and their progress across subjects.

The meetings will take place as a video call using the software School Cloud which can easily be accessed from a smart phone, laptop or pc. <https://clhs.schoolcloud.co.uk>

You do not need to have your camera turned on if you would prefer not to take part in a video call. Instructions on how to create your account and book appointments are explained on our website; <https://www.lancasterhigh.lancs.sch.uk/parents/parent-evenings>

Appointments will be open for **booking at 9am on Monday 1<sup>st</sup> March and close at 2pm on Thursday 11<sup>th</sup> March**. You are required to book one appointment, per teacher, that is 5 minutes in duration between 16.00-19.00hrs. At the end of the 5 minute the appointment will automatically end to enable later appointments to run on time and for you to attend your next appointment. Please use your child's timetable to book appointments for appropriate teachers.

Should you have further questions to ask a member of staff please contact the school office on 1<sup>st</sup> March and we will arrange a call back.

Our SENDCo Miss Ashton will also be available for 10 minute appointments. If your child has a SEND need and there is something you wish to discuss please book an appointment.

If you are unable to attend the online Parent's Evening please contact Mrs Crossman to arrange an alternative appointment; [victoria.crossman@lancasterhigh.lancs.sch.uk](mailto:victoria.crossman@lancasterhigh.lancs.sch.uk).

We would like to take this opportunity to thank you for your continued support, and we look forward to meeting you virtually on 11<sup>th</sup> March.

Yours sincerely,



**Mrs V Crossman & Mrs B. Prestwood**  
**Key Stage 3 Progress Leader & Head of Year 7**

**Principal:**  
Dr. Nick Walmsley

