

18 May 2021

Dear Parent/Carer

**Year 7 Parents Evening – 16 June 2021**

I would like to inform you that the parents evening for Year 7 pupils is arranged for Wednesday, 16 June, commencing at 4pm.

In view of the current restrictions, it isn't possible to hold our consultation evening in school as we usually do. To facilitate the event we will therefore hold these face-to-face appointments virtually, using a web-based program 'SchoolCloud Parents Evening'.

**Please go to the link below from Monday, 24 May at 7.00pm to book your appointments.**

<https://penworthampriory.schoolcloud.co.uk/>

Full instructions on how to book and attend appointments are attached to this email (or can be downloaded from <https://www.priory.lancs.sch.uk/parents/letters>) and, in addition, a tutorial video can be viewed by clicking on the link below.

<https://vimeo.com/473882995>

To enable teachers to meet with as many parents/carers as possible, each appointment slot will be four minutes long. The appointments automatically stop after four minutes and teachers cannot extend the call. There is then a one minute gap before you are automatically transferred to the next teacher.

**Please note, when booking for Science, the subject will be listed as General I.**

If you would like to speak to a member of staff who doesn't teach your child, please feel free to contact them direct. A full email list can be found by clicking the link below.

<https://www.priory.lancs.sch.uk/parents/staff-contact-list>

We look forward to speaking with you on Wednesday, 16 June.

Yours faithfully



**Mr N Gee**  
**Assistant Headteacher**

