



Chorley, St Mary's Catholic Primary School and Nursery

Hornchurch Drive, Chorley, Lancashire. PR7 2RJ

Mr P Smyth
Headteacher

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Video Parent Meetings

Dear parent/carer,

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be booked online, **and then held by video meeting** rather than in-person at the school. We have found in the past, that these early parents' meetings are an opportunity to find out how well children are settling into their new year groups. You might already know that through other channels of communication. Therefore, please do not feel an obligation to book a meeting although of course, you are more than welcome to. Some parents/ carers prefer to wait for a more in-depth consultation in the spring term. The spring term parents' evening will take place over two evenings and will last up to 10 minutes to allow for a more in-depth conversation.

The parent-teacher meetings is on **Tuesday 20th October** for all year groups.

To make your appointments please login at: <http://www.parents-booking.co.uk/stmaryscps>

To login you will need to enter:

- Your title (Mr/Mrs/Dr etc) and surname
- Your child's first name, surname and date of birth

The login details you enter **must** match those we have on record for you.

Appointments will be available to book from **9 am on Monday 4th October** until **midday (12pm) on Monday 19th October**.

After you have made your appointments, you can choose to print off your confirmation of appointment or have it emailed to you.

On the day of your appointments, you need to **re-login at the website address above**. 10mins before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment(s).

Internet Browser Compatibility:

You **must** use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

Troubleshooting Tips

- If you cannot login please contact the school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

If you are unable to book at home, please contact the school office for help.

Kind regards,

Mr P Smyth
Headteacher