

Tuesday 16<sup>th</sup> November 2021

Dear Parents & carers

### **Parents' Evening**

Parents' Evening will take place on Tuesday 23<sup>rd</sup> November and Wednesday 24<sup>th</sup> November.

This year we will be offering parents and carers two options to attended parents evening. Parents and carers can either have a face to face appointment with your child's class teacher or you can attend a remote parents evening using 'school cloud'.

On Tuesday 23<sup>rd</sup> November, nursery, reception, year 1 and year 2 will be holding face to face meetings with years 3 – 6 holding remote meetings.

On Wednesday 24<sup>th</sup> November years 3 – 6 will be holding face to face meetings with nursery, reception, year 1 and year 2 holding remote meetings.

The reason for staggering face to face meetings is to help reduce the number of people in the school building. All face to face meetings will take place in either the main school hall or sports hall. This will allow for social distancing to be maintained. For parents attending face to face meetings, I would like to reassure you that additional measures will be in place relating to COVID-19 and we request parents attending wear a face covering.

To book a slot for parents evening, either in person or remotely you will need to book via School Cloud. Parents and carers will receive an email inviting them to book a video call meeting with their child's teacher. From this email, parents will be directed to log in to their School Cloud account. You will then be able to book a slot from the available times over the two days. If you have any questions or queries around parents evening please contact the school office on 0161 226 2271 or email Miss Maybury – [e.maybury@st-margarets.manchester.sch.uk](mailto:e.maybury@st-margarets.manchester.sch.uk)

It is really important that school has the most up-to-date email address for parents and carers in order for you to be able to book appointments. If you are a parent or carer of a pupil in school and need to let us know about a change to your email address, please contact us by calling the school office on 0161 2262271 or via the contact us page on the school website. On the school website there is a step by step guide on how to book an appointment for parents evening. <https://www.stmargaretsmanchester.co.uk/parents-evening>

If any parents or carers are unable to use the 'school cloud – Parents Evening' to book a time we will be offering the opportunity for you to book an appointment with your child's class teacher at a mutually convenient time.

Yours sincerely,

David Hunter  
Headteacher