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Thursday 9th March 2023

<u>Years 3 – 6 Parents Evening</u>

Dear Parents/Guardians,

We hope that by now you have had the chance to booked your 10minute appointment slot to meet with your child's class teacher using the link sent to you previously. As you are aware, meetings will be taking place using **Google Meets** on Monday 13th March between 1:30pm to 6:30pm.

Today, your child will be coming home with their Google Classroom user name and login which will allow you to login to the meeting.

On the day of the meeting, you will receive a link to attend the appointment by text. You must use the Google username and password of your child. This will ensure teachers admit the right person to the meeting at the right time. Please ensure you do not create or use your own Google account. To ensure all runs smoothly, be punctual and stick to your 10 minutes.

Yours sincerely,

Admin Team