



CARLETON HIGH SCHOOL

Carleton High School

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Carleton

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West Yorkshire

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7 January 2021

Dear Parent/Carer

Year 9 Virtual Parents' evening

I would like to invite you to attend the Year 9 Virtual Parents' Evening on Thursday, 21 January 2021 from 4.30pm to 7.30pm. At present, we are unable to facilitate face to face meetings with teachers in school. Therefore, meetings will be held online and you will be able to book five minute appointments. I have enclosed some guidance on how to book your appointments with this letter.

The system allows you to book five minute appointments with your child's teachers. Please bear in mind that some staff teach large numbers of students in the same year group, therefore an appointment with every parent would not be possible for these teachers. If you are unable to make an appointment and you have significant concerns about your child's progress or attitude to learning (i.e. a score of 3 or 4), please contact the school at admin@carletonhigh.patrust.org.uk and arrangements will be made for you to speak to the teacher on a different date.

To book your appointment, please visit <https://carletonhigh.parentseveningsystem.co.uk/>. Appointments are available between 4.30pm and 7.30pm and you will receive an email confirming your appointment time and login details to enable you login to the meetings.

If you do not have access to the internet or access to a device with a camera, please contact the school office who will be happy to make arrangements for you to have a telephone appointment with your child's teacher. The teacher will then call you at your appointment time.

Appointments can be made from 09.00am on Friday 8 January 2021 and the booking system will close at 12.00noon on Thursday 21 January 2021. Should you wish to make any changes after this time please contact the school office on 01977 781555.

Yours sincerely

Mr T Marks
Assistant Headteacher