

Monday 6<sup>th</sup> March 2023

### Parents' Evening

Dear Parent/Carer,

Teachers will be available to discuss your child's progress on:

Tuesday 28<sup>th</sup> March – 3:30 p.m. to 5:40 p.m.  
Wednesday 29<sup>th</sup> March – 3:30 p.m. to 5:40 p.m.

Please log on to your child's Google Classroom using their G-Suite log in. On the classroom, you will find a form called Parents' Meetings. Please complete the form and your children's teacher will confirm your appointment time ASAP. If you have more than one child at school, we will attempt to make your appointments as close together as possible.

Please complete the online form by Friday 17<sup>th</sup> March.

Yours sincerely,

Mrs R Skirrow  
Principal

#### How to access Google Classroom:

1. Go to <https://classroom.google.com/> and click **Go to Classroom**
2. Enter the email address for your child's Classroom account and click **Next**. (Login details will be in your children's planners)
3. Enter the password and click **Next**.
4. If there is a welcome message, review and click **Accept**.
5. The Classroom Stream will appear, **click** the post titled **Parents' Evenings**.
6. **Click** on the Google Form called **Parents' Evenings**.
7. Follow the instructions on the Google Form to complete it.