



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

6 October 2020

Dear Parent/Carer

Re: Year 8 Virtual Parents' Evening - Thursday 15 October 2020

We hope that you will be able to attend the virtual evening to speak with your son/daughter's subject teachers. To facilitate the discussions, we are using our existing Parents Evening Booking System as a video conferencing option. Accessing this booking system as you normally do will allow you to select an appointment with the appropriate members of staff. Appointments will last 6 minutes but will always finish at the specified time. The booking system will be open to make appointments from Thursday 8 October at 10.00 am and will close on Thursday 15 October at 12.15 pm.

Whilst the majority of Year 8 teachers will be active on Thursday 15 October, between 3.30 pm and 6.40 pm, some work part time and are unavailable on Thursday's. We therefore intend to take full advantage of the additional flexibility the virtual arrangement provides. The following members of staff will instead be available at the specified times below;

Mrs Walton	Monday 12 October	3.30 pm - 6.40 pm
Mrs Osborne	Tuesday 13 October	3.30 pm - 6.40 pm
Mrs McLeavy	Tuesday 13 October	3.30 pm - 6.40 pm
Mrs Riley	Wednesday 14 October	3.30 pm - 6.40 pm
Mrs Kilfedder	Wednesday 14 October	3.30 pm - 6.40 pm
Ms Fraser	Monday 12 and Wednesday 14 October	3.15 pm - 4.45 pm

Please visit <http://trinityschoolcarlisle.parenteveningsystem.co.uk> or use the link on the Trinity School website, to book your appointments.

A guide on how how to attend your appointments over video call can be viewed at: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Should you wish to make any changes after the booking system closes, or if you need any help with your booking, please don't hesitate to contact your son/daughter's Head of Year, who will be able to assist you.

Yours faithfully

P Charnock
Assistant Headteacher