



Trinity School

A Church of England
Academy

Registered Address: Strand Road
Carlisle
Cumbria CA1 1JB

Telephone Number: 01228 516051
Email Address: info@trinity.cumbria.sch.uk
www.trinity.cumbria.sch.uk

Ms Jo Hawkin
Headteacher

13 October 2020

Dear Parent/Carer

Re: Year 11 Virtual Parents' Evening - Thursday 22 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 Friday 16 October at 10.00 am and will close on Thursday 22 October at 12.15 pm.

Whilst the majority of Year 11 teachers will be active on Thursday 22 October, between 3.30 pm and 6.40 pm, Mrs McLeavy and Mrs Osborne are unavailable on Thursdays and so will offer appointments the Tuesday after half term, 3 November, 3.30 pm to 6.40 pm. We will contact parents/carers concerned about these appointments towards the end of next week.

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

A guide on how to attend your appointments over video call can be viewed at: <https://support.parentseveningsystem.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