



Lord Street Primary School
Lord Street, COLNE,
Lancashire, BB8 9AR.

Head Teacher: Mrs H Walsh
Telephone: 01282 865597

17th October 2022

Dear Parents/Carers,

Parents' Evening 8th and 9th November 2022 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on either **Tuesday 8th November between 6pm – 7pm** or **Wednesday 9th November between 3.40pm – 5pm**. This year appointments will be held via video call or telephone call. This is an important evening and provides you with an opportunity to speak with your child's teacher to discuss progress.

We have introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are hoping the new system will make parents evening more accessible and enable more parents to attend. We are confident this will be an improvement to the previous system and welcome any feedback.

Please note, Lord Street will open up its doors for you to come and see your children's books at several points throughout the year.

If you would prefer a telephone call appointment instead of video call, please enter a message to the teacher when making your booking and include your contact telephone number.

Appointments can be made from Friday 21st October at 8am and will close on Friday 4th November at 6pm. Should you wish to make any changes after this date please contact the School Office.

Please visit <https://lordstreet.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name
Student's Surname
Student's Date of Birth

If you do not have access to the internet, please contact the School Office who will be happy to add appointments on your behalf.

Kind Regards

Yours faithfully,

Mrs H Walsh
Headteacher