

October 2022  
Ref: DY/ABN

Dear Parent/Carer,

**Virtual Year 7 Settling In Evening  
Wednesday, 12<sup>th</sup> October 2022**

I am writing to invite you to attend the Virtual Year 7 Settling in Evening, which is being held on Wednesday, 12<sup>th</sup> October **from 3.30 to 6.30 p.m.** This event provides you with the opportunity to speak to your son/daughter's form tutor about how they have settled in to LHS.

You can book your meeting via our Parents' Evening system which allows parents to book 5 min 'video appointments' with tutors using any device with a camera and a microphone (such as a mobile phone, tablet device, laptop etc.) There is no 'App' to download, you just need to log into the Parents' Evening system via your web browser (please use Google Chrome) and your appointment will be shown there. Your appointment will last for 5 minutes and the system will automatically end the call after this time. All appointments will take place exactly when they are scheduled and we are unable to accept late arrivals or missed appointments. If your son/daughter has a shared tutor, please only select one member of staff for the appointment.

To make your appointment please use our online booking system by visiting

<https://litherland.parentseveningsystem.co.uk>

Appointments can be made from Friday, 7<sup>th</sup> October to Wednesday, 12<sup>th</sup> October. The booking system will close at 12 noon on Wednesday, 12<sup>th</sup> October at 12.00pm. Should you wish to make any amendments after that time please contact the school office.

Please login with the following information:

Parent/Carer Title:  
Parent/Carer Surname:  
Student First Name:  
Student Surname  
Student DOB:

If you do not have access to the internet, please contact the school on 0151 214 3434.

Yours sincerely,



David Yates  
Principal