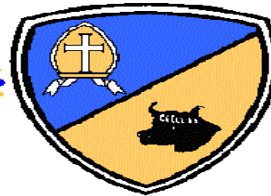


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane
Lowton
Warrington
WA3 2PW

☎ 01942 201140

web www.saintlukes.wigan.sch.uk
e-mail enquiries@admin.saintlukes.wigan.sch.uk

03 March 2021

Dear Parents and Carers,

Due to the Covid-19 restrictions we are conducting Parent Consultation video appointments remotely online via the teachers2parents facility. This means you can now book your appointments online. The consultations will take place on Monday 22nd and 29th March 2021 from 3:45pm to 6:30pm.

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book on your preferred date of either 22nd or 29th March 2021.
5. Click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time until Wednesday 17th March 2021, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you. Should you require any further assistance please contact the school office or consult the parent and carer how to guides on the school website at: <http://saintlukes.wigan.sch.uk/page/parent-consultation-analysis/39768>

Please be aware that there will only be opportunity for one appointment per child. If you need to update your contact information please contact the school office.

Yours faithfully,

S. Hardaker

Mr S Hardaker
Headteacher

