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| SBS Logo.bmp | **St Bridget’s C of E Primary School**St Bridget’s Lane, West Kirby, Wirral CH48 3JTTel: 0151 625 7652 Headteacher: Mr Neil Le Feuvre Email: schooloffice@stbridgets.wirral.sch.ukWebsite: <https://st-bridgets.eschools.co.uk/site>**T**ogether **E**veryone **A**chieves **M**ore |

**Our Ref: Parl 1459 Monday 14th March**

Dear Parents,

**Parents Evening**

As you are aware we hold a Parents Evening twice a year. These meetings are an opportunity for you to meet with your child’s teacher to discuss progress and ask any questions you might have. The next parents meetings are for children in Reception to year 6 (Whole School).

We are using sign up genius to plan the appointments. This will give you the opportunity to sign up for teacher appointments directly. It will also mean that you will be able to book and plan your appointments if you have more than one child in school. Hopefully this will ensure less waiting time and a more productive evening.

**Dates and times for Parents Evening**

Tuesday 29th March 3.45pm – 5.30pm and 6.20pm – 8pm

Thursday 31st March 3.45pm – 5.30pm

To sign up for Parents Evening please follow these simple steps:

1. Go to **St. Bridget’s C of E Primary Home page** or [follow this link](https://st-bridgets.eschools.co.uk/website/parents_evening_sign_up/31397)
2. You will need to click on the **School Office** tab.
3. Then select **Parent’s Evening Sign Up** on the left hand side.
4. Click on the **class name/teachers name** (this will take you to an external site)
5. Choose the appointment you want by clicking **‘Sign Up’**.
6. After this **click submit** at the bottom of the page which will take you to the next page where you need to enter your **child’s name, your name** and **email address**.

(You do not need to sign up with the site: select ‘I don’t want an account…’)

The appointment system will remain live until **Thursday 24th March**.

If you are not able to access the internet or have problems with the sign up please contact school and we will organise an appointment for you.

Yours sincerely,

Neil Le Feuvre

**NB: Parents of children in Class 12 ONLY will have an extra day for parents evening on 24th March, however, if you wish to sign up for this date you will not be able to make an appointment for any siblings on the same day.**