

# LANCASTER ROYAL GRAMMAR SCHOOL

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**C J Pyle MA PhD** Headmaster



January 2021

Dear Parents,

## **Lower Sixth Parents' Evening – Wednesday 3<sup>rd</sup> February 2021 – 5.30 pm via TEAMS**

Due to current restrictions we will be using Microsoft teams for this Parents' Evening, and we very much hope that you will be able to attend online appointments with your child.

Students have been emailed an appointment card and asked to make appointments with the relevant members of staff for you. Each appointment lasts five minutes and it is important that your child leaves at least five minutes between the end of one appointment and the beginning of the next to allow time to end one Teams video call and begin the next one. Teachers will be available between 5.30 pm and 8.00 pm. At a teacher's discretion, some appointments may be made at an alternative time or date.

Students will need to log onto Teams in good time before the appointments. Teachers will start each appointment as a meeting, which you will be able to click onto start the conversation as you sit with your child. Teams works on a wide variety of devices – please make sure that your sound and microphone are working, and your camera if possible.

Boarding parents can also attend on this evening or may prefer to attend the Boarders' Parents' Morning on Saturday 13th of March, COVID19 depending. The choice is yours.

Boarders have been trained in this software so if you are unfamiliar with it, the best way to find out how to use it will be to speak to your child and ask them to make an appointment for you. The teacher will then invite you to join the meeting using the e-mail address which you have registered with us. If you require us to use a different e-mail address please let Dr Rowe, Head of Boarding know as soon as possible and be aware that your email address may be visible to other parents so if you have any concerns about this please let Dr Rowe know [drowe@lrqs.org.uk](mailto:drowe@lrqs.org.uk).

I hope that this evening will be an excellent opportunity to review the year for Lower Sixth students.

We look forward to meeting parents virtually on 3<sup>rd</sup> February. If you are unable to come and require further information or advice, please contact the Head of Sixth Form – Miss Haigh [shaigh@lrqs.org.uk](mailto:shaigh@lrqs.org.uk).

Yours faithfully,

Dr C J Pyle  
Headmaster