

# LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

Tel: 01524 580600 Ext: 205

Email: [cpyle@lrqs.org.uk](mailto:cpyle@lrqs.org.uk)



September 2023

Dear Parents/Carers,

## Upper Sixth Form Parents' Evening – Monday 18<sup>th</sup> September 2023

We are using Microsoft Teams for this Parents' Evening, and we very much hope that you will be able to attend appointments online with your son or daughter.

Appointment cards have been emailed to students, and they will then make appointments with the relevant members of staff for you. Each appointment lasts five minutes and it is important that you leave 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 on to start the conversation as you sit with your son or daughter. Teams works on a wide variety of devices. – please make sure that your sound, microphone and camera are working.

I hope that this evening will be an excellent opportunity to review the Lower Sixth year. It will also provide an important opportunity to discuss priorities for your son's or daughter's Upper Sixth year and future plans including university and other applications and the UCAS procedures.

We look forward to meeting parents virtually on 18<sup>th</sup> September. If you are unable to come and require further information or advice, please contact either the Head of Sixth Form, Mr Allen Martin [amartin@lrqs.org.uk](mailto:amartin@lrqs.org.uk) or the Head of Year 13, Mrs Rachael Gibson [rgibson@lrqs.org.uk](mailto:rgibson@lrqs.org.uk)

Yours faithfully,



Dr C J Pyle  
Headmaster