



**RE: Online sign up for Parents' Evenings**

Monday 3<sup>rd</sup> February 2020

Dear Parents,

We are very grateful to the PTA who have suggested and given us access to 'Class List' for this term's online parent evening sign ups.

About 70% of you have a Class list account which our wonderful PTA use to communicate with you. If you do not have an account please visit [www.classlist.com](http://www.classlist.com) and '**Join Now**' followed by '**As a Parent**'. Then type in the full name of the school which is '**St Mary's Catholic Primary School Parents**' and you will see us within the top 10 suggested schools. Then continue your set up by adding your account details (please note that your home address is optional). You then have to add your child/ren's details to the correct class/es. Until you add your child they will not be there.

Once you've added your child/ren you can then sign up for a appointment to meet the teacher/s. There are times on 11/2/2020 from 16:30 to 19:30 and 13/2/2020 15:30 to 17:30. Please only sign up for 1 slot per child, if you need another time or an additional time please speak to the teachers.

If you do not want to download the app you can book appointments via the class list website.

If you have any problems or questions please pop into the office – we are happy to help!

F Marsh

A handwritten signature in black ink, appearing to read "F Marsh".

Headteacher