



Headteacher: **Mr L Gilhooly**
Address: Manor Square, Otley, LS21 3AP
Telephone: 01943 463840
Email: office@stjosephsotley.org
Website: www.stjosephsotley.org

10 October 2023

Dear Parents & Carers,

Re: Parents' Evenings: Monday 23rd & Thursday 26th October

I would like to invite you to attend our Parents' Evenings on **Monday 23rd October** between 3.30pm and 6.30pm and **Thursday 26th October** between 4pm and 7pm in the school hall. Appointments will last 10 minutes **only**. If additional time is required, you must make an appointment with the class teacher via the office.

This is an important evening and provides you with an opportunity to discuss how your child has settled in their class with their new class teacher(s).

The school is continuing to use the online appointment booking system that is being used throughout The Bishop Wheeler Catholic Academy Trust. The system allows you to choose your own appointment times with teachers and provided you have given us your email address, you will receive an email confirming your appointment(s).

Appointments can be made from Wednesday 11th October at 7pm and will close on Wednesday 18th October at 12noon. Should you wish to make any changes after this date please contact the school office.

Please visit <https://stjosephsotleyavoluntary.parentseveningsystem.co.uk> to book your appointments.

A short guide on how to add appointments is included with this letter. You can login with the following information:

Student's First Name
Student's Surname
Student's Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mr L Gilhooly
Headteacher

