



Clitheroe Royal Grammar School

Founded in 1554

Headteacher: Mr J M Keulemans BSc (Hons) NPQH
Chatburn Road Clitheroe BB7 2BA 01200 423379 mainschool@crgs.org.uk www.crgs.org.uk

17th January 2022

Dear Parent/Carer,

I am writing to remind you that the Year 8 Parents Evening will take place on Tuesday 25th January 2022 and will be held remotely via Microsoft Teams. All students in the school have Microsoft Teams as part of their Microsoft 365 school account and they have been using this for remote learning.

Appointments will be made by students with their teachers during lessons and recorded into their planners. Please discuss this with your son/daughter and ensure you know who you have an appointment with and at what time.

Students will need to have Microsoft Teams open for the duration of their scheduled appointments. The evening is scheduled to run from 4:30pm to 7pm. However, some teachers may not start appointments until 5pm but will offer them until 7:30pm if this is the case. At the time of your appointment teachers will video call your son/daughter on Microsoft Teams. In order for the evening to run successfully teachers have been asked to ensure that meetings keep to time and do not over run. I would ask that you please help them to do this and understand that appointments will last between 2-3 minutes with each teacher, at which point they will need to move on to their next appointment. Some members of staff teach more than one class so it is vital that they are able to keep to time.

Before Christmas you received your son/daughter's 'Interim Grades' on Insight. This informed you of their 'Commitment to Learning' in each subject and will help direct your conversations with teachers. Please take a moment to discuss this with your son/daughter. Students have also used these Interim Grades to carry out a reflection and planning activity with their Form Tutors to help them review their progress and plan for the rest of the school year. I would be grateful if you discussed this with your son/daughter before Parents Evening.

Thank you for your continued support and we look forward to speaking to you on the 25th January.

Yours sincerely

Mr J. Alcock
Assistant Headteacher: Main School