



**ST EDWARD'S  
COLLEGE**  
LIVERPOOL

8 October 2024

To: Parents of Students in Year 12

Dear Parents and Carers

Year 12 Parent/Subject Teacher Review – Wednesday 16 October 2024 – (Ref:061/24)

I am writing to invite you to the Year 12 Parent/Subject Teacher Review Meeting which is taking place via video appointments on Wednesday 16 October 2024.

This meeting will provide an opportunity for parents and students to meet online with teaching staff to discuss academic progress. Teaching staff will be available for appointments from 3.30pm until 5.30pm. Meetings with each teacher will last no more than five minutes. Should you wish to discuss a matter with one of your daughter/son's teachers at greater length, please arrange a further appointment with the member of staff concerned.

Students are welcome to join their parents for the meetings.

We will be using an online booking system which allows you to choose your own appointment times with teachers. The system will also send you an e-mail confirming your appointments.

The appointment booking system will be open from 9.00am on Wednesday 9 October and will close at 1pm on Wednesday 16 October. I would encourage you to book your appointments early, as demand is likely to be high. Should you wish to make any changes after this time or cancel your appointments or you would like to make an appointment to speak to Mr Fabia, the SENCo or any Head of Year or Head of Faculty, please contact the College via e-mail [parentsevening@st-edwards.co.uk](mailto:parentsevening@st-edwards.co.uk) It will also be possible to make an appointment to meet with a Careers Advisor to discuss future plans. Due to a scheduling conflict with sporting fixtures, our PE staff will be reaching out to each parent individually on the evening of Wednesday 16 October.

Please visit <https://stedwardscoll.schoolcloud.co.uk/> to book your appointments. A guide to making appointments and attending video meetings is available on the College website.

We are looking forward to you joining us via remote video appointment on 16 October.

Yours faithfully

St Edward's College