22nd March 2021

Dear Parent / Carer,

**Invitation to Teacher/Parent Learning Review Meetings - Online Appointment Booking**

We have reached the point in the school year where we would normally be inviting you into school to attend your child’s teacher/parent review meeting. While the restrictions that the current pandemic places upon us make the usual format of face to face meeting impossible, we have introduced a new online system that will allow you to book your appointment for a face to face conversation with your child’s teacher via video link. This term’s teacher/parent meetings have been organised for **Tuesday 27th April 2021** and **Wednesday 5th May 2021** for your child’s class.

Please visit https://chapelfordvillage.schoolcloud.co.uk to book your appointments. (A short guide on how to add appointments is included with this letter.) You can login to book using with the following information:

Your child’s first name, surname and date of birth

This will allow you to choose your own appointment time with the class teacher and you will receive an email confirming your appointment/s. The system will be open for bookings from Monday 29th March 2021 at 4pm and will close for new bookings on 26th April 2021 at 3pm. Should you wish to make any changes after this date please contact the school office. Please find a link below to a simple guide and short video on how to create your appointment and how to attend your appointment over video link.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

This is our first virtual parents evening and while reviews of the system we trialling are overwhelmingly positive, there will no doubt be some bumps in the road as we pilot its use. Your support, patience and feedback will be very much appreciated. If you do not have access to the internet, please contact the school office who will be happy to support you.

Yours sincerely

Joanne Hewson

Headteacher