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Wednesday 9<sup>th</sup> March 2022

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 like to invite you to attend your child's teacher/parent review meeting. As promised after the Autumn Term meetings we are happy to now be able to offer a hybrid approach to Parents' Evening for the Spring Term, providing parents with the choice of either face to face or virtual appointments.

To facilitate this teacher/parent meetings have been organised for the following dates:

- **Face to face appointments with your child's teacher in school** will be held on **Tuesday 5<sup>th</sup> April 2022** (booked via the SchoolCloud booking system)

OR

- **Virtual Appointments with your child's teacher** via SchoolCloud will be held on **Thursday 7<sup>th</sup> April 2022**

*As there is limited availability on both evenings, please book early to ensure that you can access your preferred option.*

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 your individual Parent Login Code, and your child's date of birth.

Your Parent Login code will be supplied in a letter sent home with your child at the end of the school day today. 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 Wednesday 9<sup>th</sup> March 2022 at 15:30 and will close for new bookings on Tuesday 5<sup>th</sup> April 2022 at 12 noon. 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.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely

Joanne Hewson  
Headteacher

