



[www.churchtown.org.uk](http://www.churchtown.org.uk)

Headteacher: Mrs. J. Payne

February 2024

Dear Parents/Carers,

### Churchtown Parents' Meetings Wednesday 13<sup>th</sup> March 2024 - Appointment Booking

Parents' Evening is taking place on Wednesday 13<sup>th</sup> March 2024. This is a face-to-face meeting, providing the opportunity to meet in person with your child's class teacher for an appointment, as well as view your children's books.

School closes at 2pm with appointments starting from 2.30pm. There is an online booking system that allows you to choose your 10-minute appointment time with your child's class teacher/s. Once an appointment time has been selected you will then receive an e-mail confirmation.

Please arrive through the old hall via the lodge gate; there will be staff available to direct you to the classroom for your meeting. All class teachers from your child's year group will be based together in one classroom with rooms allocated for you to wait in prior to your appointment and view your child's books. We advise arriving 10 minutes prior to your appointment time to be able to view your children's work. Even though all teachers from the year group will be based in one classroom, your appointment will be with your class teacher. You will be collected from the waiting room for your appointment.

#### Appointments for Nursery will be available to book online:

Tuesday 12<sup>th</sup> of March: 8.30am – 11.30am (Held in an office at the front of the school\*)  
Wednesday 13<sup>th</sup> of March: 2.30pm – 8.00pm (Please arrive through the old hall via the lodge gate)  
Thursday 14<sup>th</sup> of March: 8.30am – 11.30am (Held in an office at the front of the school\*)

\* Please come to the main office 10 minutes before your appointment time

On Parents Evening, meetings will take place in the following rooms: -

Year Group	Room for meetings	Room for waiting/viewing children's work
Nursery	Bluebells	Outside of classrooms
Reception	Bluebells	Outside of classrooms
Year 1	Squirrels	Rabbits (Rabbits & Squirrels Parents) Hedgehogs (Hedgehogs Parents)
Year 2	Robins	Owls (Owls Parents) Kestrels (Kestrels & Robins Parents)
Year 3	Oak	Ash (Oak & Ash Parents) Fir (Fir & Elm Parents)
Year 4	Pine	Birch (Pine & Birch Parents) Maple (Maple & Willow Parents)
Year 5	Alder	Larch (Larch, Alder & Beech Parents)
Year 6	Sycamore	Aspen (Sycamore & Aspen Parents) Juniper (Cedar & Juniper Parents)



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The online booking system will allow appointments to be made from **Wednesday 28<sup>th</sup> February 2024 at 12 noon** and will close on **Tuesday 12<sup>th</sup> March 2024 at 4pm**. Should you wish to make any changes after this date please contact the school office. Visit <https://churchtown.schoolcloud.co.uk/> to book your face to face appointments.

To login, you will need with the following information: -

Your name (title, first and surname) and email

**PLUS**

Student's First Name:

Student's Surname:

And Date of Birth

Mrs Tudor (SENDCo), Mrs Sutton (Assistant SENDCo) & Miss Haury (Pastoral Team Leader & Safeguarding Manager) will also be available on this date. Miss Haury will be based in the old hall for any parents wanting to discuss their child with her. Mrs Tudor will be based in the SEND Room (by the front office) and you will be able to book an appointment to see Mrs Tudor and Mrs Sutton via the online booking system. A couple of parents have expressed that they have had not had the opportunity to meet the SENDCo, therefore we would really like this time to be used for that reason. If you find that there are no appointments left for Mrs Tudor, please do not hesitate to contact her via the school office to enable her to find a time to see you.

If you do not have access to the internet or have difficulty booking an appointment please contact the school office. We are happy to help with any queries and look forward to seeing you in school for parents evening appointments.

Any child registered to attend Little Buds or Fun4Kidz after School on Wednesday 13<sup>th</sup> March 2024, this wraparound care provision will be open at 2pm until 5.55pm.

If your child attends an after-school club activity (WLSP Outdoor and Adventurous for year 5 and 6), this will commence at 2.00pm and will finish at 4.20pm. For those children who attend Yoga and Tennis, this will commence once school closes and finish at 3.15pm. Normal collection arrangements will apply for all after school provisions.

Thank you,



Mrs J Payne  
Headteacher