



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

Headteacher: Mrs. J. Payne

October 2024

Dear Parents/Carers,

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

Parents' Evening is taking place on Wednesday 13<sup>th</sup> November 2024 and will be a face-to-face meeting, providing the opportunity to meet in person with your child's class teacher, as well as view your children's books. This is the first parents evening of the academic year, following your child's initial half-term in school. The focus of the meeting is around your child's engagement in their learning. These appointments will be five minutes in duration. The second parents evening, which will take place on Wednesday 2<sup>nd</sup> April 2025, will focus on their academic progress as well as their engagement and will therefore be a ten-minute appointment.

School closes at 2pm on Wednesday 13<sup>th</sup> November 2024 with appointments starting from 2.30pm. There is an online booking system called School Cloud (further details towards the end of the letter), that allows you to choose your 5-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.

Access into school for all parents is through the Lodge gate, on Sunny Road. Parents of children in Nursery and Reception are to head to the Early Years building for their appointment and parents of children in Years 1 to 6 are to use the Old Hall doors off the playground to access the main building. 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 15 minutes prior to your appointment time to be able to view your children's work and also complete permission forms/contact information forms in the Old Hall. 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.

During the Autumn term parents evening, Mrs Tudor (SENCo) and Mrs Sutton (Assistant SENCo) will be available in the Old Hall to discuss any concerns you may have. For initial concerns, these should be discussed with the class teacher as they are working with your child each day. After your appointment, Mrs Tudor and Mrs Sutton will be able to answer questions however if they feel a follow up meeting is required to allow more time to discuss questions, then this will be booked on Parents' Evening for a future date.

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

Wednesday 13<sup>th</sup> November: 9.30am – 11.30am **(Held in an office at the front of the school\*)**

Wednesday 13<sup>th</sup> November: 2.30pm – 6.30pm **(Please arrive through the Lodge Gate and head to the Early Years Building)**

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



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Registered in England  
Company Registration Number 7848372  
VAT Registration Number 125718416

☎ 01704 508500

✉ [office@churchtown.org.uk](mailto:office@churchtown.org.uk)

📍 St. Cuthbert's Road, Southport PR9 7NN

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

Year Group	Room for meetings	Room for waiting/viewing children's work
Nursery	Front Office (9.30-11.30) Buttercups (2.30-6.30)	Outside of the office at the front of school Outside of classroom
Reception	Bluebells	Outside of classrooms
Year 1	Squirrels	Rabbits (Rabbits & Squirrels Parents) Hedgehogs (Hedgehogs Parents)
Year 2	Robins	Owls (Owls Parents) Swans (Swans & Robins Parents)
Year 3	Fir	Oak (Oak, Fir & Elm Parents)
Year 4	Willow	Birch (Pine & Birch Parents) Maple (Maple & Willow Parents)
Year 5	Alder	Larch (Larch & Alder Parents) Beech (Beech & Juniper Parents)
Year 6	Sycamore	Aspen (Sycamore & Aspen Parents) Juniper (Cedar Parents)

The online booking system will allow appointments to be made from **Monday 21<sup>st</sup> October 2024 at 4pm** and will close on **Tuesday 12<sup>th</sup> November 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 log in to book your appointment, you will need the following information: -

Your name (title, first and surname) and email

**PLUS**

Student's First Name:

Student's Surname:

And Date of Birth

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.

Please see below for information in relation to wraparound care provision and after school clubs on Wednesday 13<sup>th</sup> November 2024: -

Little Buds & Butterflies Wraparound Care Provision	Open at 2pm	Closes at 5.55pm	Collection from Butterflies entrance
WLSP Cheerleading (Year 3 & Year 4)	Commence at 2pm	Finish at 4.20pm	Collection from main playground
Performing Arts (Year 4, Year 5 & Year 6)	Commence at 2pm	Finish at 4.20pm	Collection from main playground
Combat (Year 4, Year 5 & Year 6)	Commence at 2pm	Finish at 3.15pm	Collection from main playground
Tennis (Year 2 & Year 3)	Commence at 2pm	Finish at 3.15pm	Collection from main playground

We will also have the Scholastic Book Fair in school on Parents Evening, in the Old Hall. There will be a variety of books for you to browse through and purchase should you wish to. The book fair will then be available each night after school until the 19<sup>th</sup> November. Further information regarding this will be made available in our newsletter.

Thank you,

A handwritten signature in black ink, appearing to read 'J Payne'. The signature is written in a cursive style with a large initial 'J'.

Mrs J Payne  
Headteacher