



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

Executive Headteacher: Mrs. C. Adams  
Headteacher: Mrs. J. Payne

10<sup>th</sup> February 2023

Dear Parent,

### **Churchtown Parents' Meetings Wednesday 8<sup>th</sup> March 2023 - Appointment Booking**

Parents' Evening is taking place on Wednesday 8<sup>th</sup> March 2023. We are very pleased to announce that we will be doing this in school, as a face-to-face meeting and not virtually. We are providing this 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 e-mail confirmation.

Please arrive through the front office at the school reception; 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 happen throughout the whole day on Wednesday the 8<sup>th</sup> March 2023 from 9.20am until 8pm and then also on Thursday 9<sup>th</sup> March 2023 from 8.30am until 1.00pm. The meetings will be held in an office at the front of the school (please come to the main office 10 minutes before your appointment time).**

Meetings will take place in the following rooms: -

<b>Year Group</b>	<b>Room for meetings</b>	<b>Room for waiting/viewing children's work</b>
Nursery	Front Office	Waiting area (next to School Office)
Reception	Bluebells	Outside of classrooms
Year 1	Squirrels	Rabbits (Rabbits & Squirrels Parents) Hedgehogs (Hedgehogs Parents)
Year 2	Robins	Swans (Swans & Robins Parents) Kestrels (Kestrels & Owls Parents)
Year 3	Oak	Ash (Oak & Ash Parents) Fir (Fir & Elm Parents)
Year 4	Pine	Birch (Pine & Birch Parents) Maple (Maple Parents)
Year 5	Larch	Beech (Larch & Beech Parents) Elm Classroom (Alder & Chestnut Parents)
Year 6	Sycamore	Aspen (Sycamore & Aspen Parents) Juniper (Cedar & Juniper Parents)



An Endeavour Learning Trust School  
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

The online booking system will allow appointments to be made from **Wednesday 22<sup>nd</sup> February 2023 at 12 noon** and will close on **Tuesday 7<sup>th</sup> March 2023 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.

You will need to login 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 Moran (SENCO) & Miss Haury (Pastoral Team Leader & Safeguarding Manager) will also be available on this date and will be based in the RESET Room for any parents wanting to discuss their child with them.

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 8<sup>th</sup> March 2023, this wraparound care provision will be open at 2pm until 5.55pm. If your child attends an after-school club, these will commence at 2.00pm and will finish at 4.20pm. Normal collection arrangements will apply for all after school provisions.

Thank you



Mrs J Payne - Headteacher