



www.churchtown.org.uk

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

October 2023

Dear Parent,

Churchtown Parents' Meetings Wednesday 8th of November 2023 - Appointment Booking

Parents' Evening is taking place on Wednesday 8th November 2023. We are very pleased to announce that we will be doing this in school, as 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 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 7th of November: 9.30am – 11.30am (Held in an office at the front of the school*)
Wednesday 8th of November: 2.30pm – 8.00pm (Please arrive through the old hall via the lodge gate)
Thursday 9th of November: 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

Meetings will take place in the following rooms: -

Year Group	Room for meetings	Room for waiting/viewing children's work
Nursery	Front Office	Waiting area (Reception foyer)
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 1st of November 2023 at 12 noon and will close on Tuesday 7th of November 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 Tudor (SENCO) & Miss Haury (Pastoral Team Leader & Safeguarding Manager) will also be available on this date. Mrs Tudor will be based in the SENCO Room and Miss Haury will be in the old hall for any parents wanting to discuss their child with them.

Lost property will also be located in the old hall should you wish to reclaim any lost items. There will also be the opportunity to purchase second hand uniform and this will be on display to buy (cash only).

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 8th November 2023, this wraparound care provision will be open at 2pm until 5.55pm. If your child attends an after-school club activity (WLSF Dance for year 2), this will commence at 2.00pm and will finish at 4.20pm. Normal collection arrangements will apply for all after school provisions.

Thank you

A handwritten signature in black ink, appearing to read 'J Payne', with a circular flourish at the beginning.

Mrs J Payne - Headteacher