



www.churchtown.org.uk

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

18th October 2022

Dear Parent,

Churchtown Parents' Meetings Wednesday 9th November 2022 - Appointment Booking

Parents' Evening is taking place on Wednesday 9th November 2022. 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 from 9.30am on Wednesday the 9th of November and 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: -

Year Group	Room for meetings	Room for waiting/viewing children's work
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)



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The online booking system will allow appointments to be made from **Wednesday 19th October 2022 at 5pm** and will close on **Tuesday 8th November 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) & Mrs Swanson (Pastoral Team lead) 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 the 9th of November, 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

A handwritten signature in black ink, appearing to read 'J Payne', with a stylized initial 'J'.

Mrs J Payne - Headteacher