

30 September 2020

Dear Parents / Carers

### **Parents Evening – Online Appointment Booking – Main School Only**

As you will probably expect, with things looking a little different in everything we do lately, we have also had to explore further options about how we can conduct Parents Evening for you as well. We want you to have an opportunity to meet with your child's teacher and discuss how they have settled in to the new school year in a way that is safe for everyone.

This year we have taken the decision to conduct our Parents Evening in a virtual format using online video appointments. This system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Parents evening will take place on **Tuesday 13<sup>th</sup> October from 3:30pm until 5:30pm** and **Thursday 15<sup>th</sup> October from 3:30pm until 7:30pm**.

Appointments can be booked by following this link <https://loatlands.schoolcloud.co.uk/> and completing your child's details. Appointments will be open for booking 4pm on Friday 30<sup>th</sup> September and will close on Thursday 15<sup>th</sup> October at 3:30pm. Should you wish to make any changes after this date please contact the school office.

Please note that, when logging in, you will need to use the email address that has been given to us as the primary point of contact for your child. The system can be accessed via smart phone, tablet or PC but it does prefer the use of Firefox, Chrome or Safari as browsers.

When you have booked your appointment you will receive email confirmation of this containing a link to take you directly to your appointment with the teacher on the date and time of your appointment.

When logging in for your appointment you will notice that a countdown timer appears on the screen. There is a time limit on all appointments of 10 minutes and the system automatically cuts off the session when the timer runs out. We understand that for the majority of parents this will be long enough to discuss their child, however, if you feel that 10 minutes is not long enough, please contact the office to arrange an alternative, mutually convenient appointment with your child's teacher.

*Growing together on our learning journey*

Headteacher: Mrs L Buckley  
Deputy Headteacher: Miss J P Heald  
Loatlands Primary School, Harrington Road,  
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T: 01536 506404  
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We have also included a Parent Guide with this letter to support you in the booking process.

Please note that, for children in Morpurgo Class, Miss Greenwood and Miss Heald will both be available on the Tuesday evening and appointments on the Thursday evening will be conducted by Miss Heald on her own.

Similarly, for children in Ahlberg Class, Mrs Greenwood will be part of the appointments alongside Mrs Johnson on the Thursday evening but on the Tuesday evening Mrs Johnson will conduct appointments on her own.

This is so that we are able to ensure that Mrs Greenwood has the opportunity to participate in parents evening for both classes that she currently teaches.

If you do not have access to the internet, or experience any other issues with booking an appointment, please contact the school office and we will be happy to help.

Yours sincerely

Mrs L E Buckley  
Headteacher

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