



Sudbourne Primary School

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Date: 26th November 2021

Dear Parents/Carers,

**Parents' Evening: Mon 13th & Tues 14th December 2021 3:30pm-6:00pm (for YrR to Yr6 pupils)
3:40pm-6:00pm (for nursery pupils)**

We would like to invite you to attend a parent/teacher meeting to discuss your child's progress and the next steps for your child's learning. This is an important meeting and provides you with an opportunity to share any concerns or issues that may be affecting their personal, social and emotional development or their academic progress.

The meetings will again not take place at the school and will be held virtually by video call.

The school will be using the same intuitive and easy to use online appointment booking system 'Schoolcloud.' This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The email will be sent to the one we have registered for you at school. We are confident this is an improvement to the previous system and welcome any feedback.

Appointments can be made **from Sunday 28th November at 3:00pm and will close on Sunday 12th December at 3pm.** Should you wish to make any changes after this date please contact the school office on 0207 274 7631.

A short guide on how to add appointments is included with this letter.

Please visit <https://sudbourne.schoolcloud.co.uk/> to book your appointments.

You will need to login with the following information:

- Your First Name
- Your Surname
- Your email address
- Your Child's First Name
- Your Child's Surname
- Your Child's Date of Birth

A guide on how to attend appointments over video call can be found here:
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you do not have access to the internet or have any issues booking, please contact the school office on 0207 274 7631 or admin@sudbourne.com who will be happy to add appointments on your behalf.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Best wishes,
Sudbourne Admin Team

