



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Head Teacher
Mrs Denise Kennedy

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22 January 2024

PARENT CONSULTATIONS - Monday 12 & Tuesday 13 February 2024 via  schoolcloud
Parents Evening

Dear Parents and Carers

As previously advised, we will be holding Parent Teacher Consultations on **Monday 12 and Tuesday 13 February** via a video call using SchoolCloud

Consultation time slots are as follows:-

Monday 12 February:- Years R-5 from 3.34pm to 7.25pm and **Year 6** from 1.00pm to 7.25pm

Tuesday 13 February:- Years R-5 from 3.30pm-5.53pm

During the 10 minute appointment with your child's teacher/s, you will be given an opportunity to discuss your child's attitude to learning, progress and wellbeing. The consultations are a very important part of working in partnership and we hope that you are able to participate.

Appointments are controlled by SchoolCloud and keep to a strict time limit. Therefore please ensure you log on before the start of the allocated time to use the full 10 minutes. Logging in late reduces the time available as the meeting end time remains fixed. Please be mindful that meetings cannot overrun and there are strict time constraints.

Please see attached documents: a Parents' Guide for Booking Appointments and How to Attend Appointments over a video call. The SchoolCloud booking process will open on **Friday 26 January at 7.00pm** and close on **Thursday 1 February at midnight**. When logging in, please use the contact details that we currently hold for you, including your child's preferred christian name.

Please use this link: <https://pottenendchurch.schoolcloud.co.uk/>

If parents or carers wish for separate appointments to each other, both appointments should be made via SchoolCloud.

There will also be a **Book Look** opportunity on **Wednesday 14 February** between **3.15pm-3.45pm** in your child's classroom.

Yours sincerely

DENISE KENNEDY
Head Teacher

