



POTTEN END C of E PRIMARY SCHOOL

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

Head Teacher
Mrs Denise Kennedy

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29 January 2025

PARENT CONSULTATIONS

Tuesday 25 and Wednesday 26 February 2025 via 

Dear Parents and Carers

As previously advised, we will be holding Parent Teacher Consultations on **Tuesday 25 and Wednesday 26 February** via a video call using SchoolCloud.

Consultation time slots are as follows:-

Tuesday 25 February - from 3.30pm to 7.30pm

Wednesday 26 February - from 3.30pm-6.00pm

During the 10 minute appointment with your child's teacher, 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. Mrs Kennedy will be conducting Year 5's parent consultations.

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 31 January** at 7.00pm and close on **Tuesday 4 February** at midnight. When logging in, please use the **contact details that we currently hold for you, including your child's preferred christian name** (this information is drawn from Arbor). Please use this link:

<https://pottenendchurch.schoolcloud.co.uk/>

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

There will also be a **Book Look** opportunity on **Monday 24 February** between 3.15pm-3.45pm in your child's classroom.

Yours sincerely



DENISE KENNEDY
Head Teacher

