



POTTEN END C of E PRIMARY SCHOOL

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

Head Teacher
Mrs Denise Kennedy

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1 March 2024

RE-ARRANGED PARENT CONSULTATIONS

Dear Reception & Year 3 Parents and Carers

We would like to offer those parents and carers whose Parent Teacher Consultations were previously cancelled the opportunity to make another appointment.

Mrs Hall will be holding Reception Parent Teacher Consultations on **Monday 11 March** via a video call using SchoolCloud. Consultation time slots are from **2.50pm to 5.00pm**.

Miss Holmes will be holding Year 3 Parent Teacher Consultations on **Friday 8** and **Monday 11 March** via a video call using SchoolCloud. Consultation time slots are as follows:-
Friday 8 March from **8.50am to 12.00pm** and on **Monday 11 March** from **2.50pm to 5.00pm**.

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.

The SchoolCloud booking process will open on **Friday 1 March** at **7.00pm** and close on **Wednesday 6 March** at **12.00pm**. 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.

Yours sincerely

DENISE KENNEDY
Head Teacher

