



# POTTEN END C of E PRIMARY SCHOOL

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

Head Teacher  
Mrs Denise Kennedy

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26 January 2026

## PARENT/CARER CONSULTATIONS - Wednesday 11 & Thursday 12 February 2026

Dear Parents and Carers

As previously advised, we will be holding Parent Teacher Consultations on **Wednesday 11 and Thursday 12 February** via a video call using SchoolCloud.

**Please note - If your child is on the SEN register, you would have received a letter via Arbor dated 20 January 2026, inviting you to appointments on 3 & 10 March respectively, which will be available to book in due course. This will be instead of the traditional 10 minute Parent/Carer Consultations in February, so please DO NOT book one of these appointments**

Consultation time slots begin at 3.30pm, with end times varying by class. 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. **Please see attached documents: A Parents' Guide for Booking Appointments & How to Attend Appointments over a video call.**

The SchoolCloud booking process will open on **Thursday 29 January at 7.00pm** and close on **Tuesday 3 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.

Furthermore, Book Look will be held on **24 February at 3.15pm** in the classroom, which gives you the opportunity to view your child/ren's hard work.

Yours sincerely

DENISE KENNEDY  
Head Teacher

