



Friday 12<sup>th</sup> January 2024

**Spring Term Parents' Evening 2024**

Dear Parents and Carers

We are pleased to offer you the opportunity to meet with your child's class teacher on **Tuesday 6<sup>th</sup>, Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> February from 3:30pm to 5:50pm** each day. The purpose of the meeting is to discuss your child's progress at school. It will be an opportunity to celebrate their successes as well as discuss targets for your child to achieve this term. This is a crucial meeting so that you are fully informed about your child's progress, and we strongly encourage parents to book an appointment.

This term, we will continue to offer face to face appointments. This will also give you the opportunity to have a look at your child's books.

**To book your child's parents' evening appointment, simply click on the link provided and follow the instructions.** You will receive an email confirmation of the time slots you have booked online.

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

Please note that time slots are available on a 'first come' basis. **The booking for parents' evening opens at 4pm on Friday 12<sup>th</sup> January and will close on Monday 5<sup>th</sup> February at 9am. Appointments are strictly timed to 10 minutes.**

When booking an appointment, the booking system will ask for the parental information that we hold on our school systems. You will need to know the following information to book an appointment:

- Parent first and surname
- Parent email address (the one you receive school correspondence to)
- Pupil first and surname
- Pupil date of birth

If you require assistance with the online booking system, please speak to a member of the school office team and they will be able to help.

Yours sincerely,

Mr A Hayes  
Interim Headteacher