Clayton St John CofE Primary School
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Headteacher: Mrs G Emsley Deputy Headteacher: Mrs L Allingham

23 September 2024

Dear Parents/Carers

Parents' Evenings – Monday 14th October 2024, 3:30pm – 6:00pm

Wednesday 16th October 2024, 3:30pm – 6:00pm

Our Autumn Parent/Carer Consultation Evenings (Nursery to Year 6) will take place on Monday 14th October (3:30pm to 6:00pm) and Wednesday 16th October (3:30pm to 6.00pm). The Autumn consultations are an opportunity for teachers to let you know how your child has settled in and discuss their effort and attitude seen so far. You will be given a 10 minute appointment with your child's class teacher.

Appointments can be made via our new on-line system, which will **open on Monday 30th September at 6:30pm** for you to book a time to meet with your child's teacher. *Please note that only one appointment can be accommodated per child; it is expected that parents share an appointment, so if this is not possible, please contact the class teacher.*

Attached is a short guide which explains how to make appointments. To book please visit https://claytonstjohn.schoolcloud.co.uk/

If you wish to book an appointment to see the school SENDCo please contact the school office to do this.

In order to log in you will need to enter your own first name and surname, along with your child's preferred first name and surname and their date of birth (if you have more than one child in school, you only need to enter one of your children's details to gain access and all your children should then appear in the booking system when it opens at 6:30pm on Monday). The details you enter to log in must match those held on our SIMS database, so **we would suggest that you try logging in between now and the end of the school day on Monday, to ensure everything is working as it should.** If you experience any problems, please call the office.
Please note you have until 6:30pm on Sunday 13th October, to book the appointments in.

You are able to book consecutive appointments for your children, however you may wish to leave a short gap to allow time to browse each child's books before you meet their teacher.

If you are unable to use the online booking system for any reason, please contact the school office from Tuesday onwards and we will be able to add appointments on your behalf.

Yours sincerely

Mrs G Emsley
Headteacher

A member of the bdat family