

Holy Trinity Church of England Junior School

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Headteacher: Mrs S Gruffydd



**Exemplary education for all, through God's amazing grace
Learning, Integrity, Dignity, Love, Confidence.**

Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.

Dear Parents and Carers,

19th January 2024

Re. In person meetings between parents and teachers about individual children

As we approach half term, it is good for teachers and parents to discuss how your child is progressing in their learning, and discuss any queries that there may be. Staff look forward to talking with you. Please make an appointment to talk with your child's teacher.

Parents will sign up online to a face to face appointment in school. All appointments will be for 10 minutes. Please be prepared with any main points or queries that you wish to share, bearing in mind the time.

If your child has an EHCP they will have a 20 minute appointment.

The way we will organise these Parents' meetings is set out below.

Days to see staff Monday 5th February 2024 and Tuesday 6th February 2024 between 3:20pm – 6:30pm

The Booking System

Please visit <https://holytrinitycofe.schoolcloud.co.uk/> to book your appointments and login with the following details in this order only:

Parent's Title: i.e. Mr/Mrs/Miss/Ms etc.

Parent's Surname:

Student's Surname:

Parent's First Name:

Student's First Name:

Student's Dob: dd/mm/yyyy

PLEASE DO NOT ENTER AN EMAIL ADDRESS

Step 2: Select Parents' Appointments

Step 3: Choose Booking Method – Please select **Manual only** then you will be able to select the time you would like to see the teacher.

Step 4: Choose Teacher – Your child's teachers will appear. Ensure the teacher you wish to see is selected in green.

Step 5: Book Appointments – Click '+' next to the time you require. A box will appear to confirm your choices. Please select save.

Step 6: Finished – you will receive an email confirmation of your appointments

If you are unable to attend the appointment, please let the office know before the meeting is due. Parents who miss the appointment without informing the school will not be offered another appointment.

To make the system as fair as possible, bookings will open on Monday 22nd January 2024 from 7pm. This letter is going on the website and parents will each have a text and email today to alert them to read the letter or you may read it online (so if your child is ill today you can still access the letter). In this way, everyone should have the same information.

Final bookings should be made by 12pm on Friday 2nd February 2024.

Many thanks for your support.

Yours sincerely,

Mrs S Gruffydd
Headteacher



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