

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,

16th January 2026

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 you will have a 20 minute appointment.

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

Days to see staff Monday 9th February 2026 and Tuesday 10th February 2026 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 – the system doesn't like it!

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 19th January 2026 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 6th February 2026.

Many thanks for your support.

Yours sincerely,

Mrs S Gruffydd
Headteacher



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