



St Francis' Catholic Primary School
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18 January 2023

Dear Parents and Carers

Parents' Evenings February 2023

We will be holding our second parents' evenings of the academic year on **Wednesday 8 February and Thursday 9 February.**

School Cloud will be hosting the meetings and the new platform gives you the flexibility to select your own appointment times to suit your family commitments.

Sessions will run as below:

Wednesday 8 February - 3.30pm to 6.30pm

Thursday 9 February - 4.00pm to 7.00pm

Each meeting will last 8 minutes and School Cloud will automatically end each session at the end of the allotted time. You will be able to see the time counting down at the top of the screen so it will not be a surprise when the call ends. Please be ready to join the meeting at your chosen time to benefit fully from the available 8 minute session.

Appointments are easy to book, following the instructions on the attached Parent Guide. ***It is important that you enter your (parent/carers) first name and surname as it appears on your child's data collection form (ie no nicknames, shortened versions).*** This will link you to your child(ren) once you have logged into the booking system. If you use a variation of your name it will not allow you to log in and book your appointments.

If you have any problems booking an appointment please contact the office for assistance and we will be very happy to help.

We will be holding an open classroom session between 3pm and 4pm on **Thursday 02 March.** This will enable you to have time to look at your child's learning in their books. Teachers will also be available at this time.

With Best Wishes

Catherine Hunt
Head of School