



Dear Parents and Carers,

19 January 2023

Parents' Consultation Tuesday 7th February 2023 - Online Appointment Booking

I would like to invite you to attend a face-to-face parents' consultation with your child's keyworker on Tuesday 7th February, however, you will book your appointment on line via your child's class teacher. The purpose of these meetings is to share information about your child's progress and attainment.

The booking system, School cloud, opens at 7:30pm on Tuesday 24 January. This is the earliest you can gain access to book your appointments. It will close on Sunday 5 February at 9:00pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://poultonlancelyn.schoolcloud.co.uk> to book your appointments. A short guide on how to book your appointments is included with this letter.

Login to the website address above with the following information:

Your name and email address (your email address will be used to confirm your appointment)

Pupil's First Name (full first name)

Pupil's Surname

Pupil's Date of Birth

If you do not have access to the internet or have difficulty with this booking system, please contact the school office who will book appointments on your behalf.

Yours sincerely

Mrs C Arnold

Headteacher