

Wednesday, October 9, 2024

Key Worker Parent Conversations - Appointment Booking

Dear Parent/Carer,

Our first Key Worker Parent meetings will be taking place just before half-term and we use the School Cloud platform for booking your appointment.

All appointments with your child's key worker will be in-person appointments at school. Each appointment will last for up to 10 minutes, we aim to ensure that appointments do not over-run and start on-time. On the evening of your appointment please come into nursery in time for your meeting through the Poynings Avenue entrance. There will be chairs and a selection of your child's work to look at while you wait for your meeting time.

The Key Worker Parent Conversations will take place on:

- **Monday 21st October between 3.30pm and 5.30pm – for meetings with Miss Brooks Starfish Class ONLY.**
- **Tuesday 22nd October between 3.30pm and 5.30pm.**
- **Wednesday 23rd October between 3.30pm and 7.20pm.**

To be ready to book an appointment Parents/Carers will need to create a School Cloud account.

For families new to our nursery please visit <https://hamstelinfants.schoolcloud.co.uk> and fill in the boxes with your information.

Please ensure you use your **child's legal name** when completing their details.

If you have used the SchoolCloud before to book an appointment for your child this should already be activated.

You will be able to book an appointment to speak with your child's key worker from **Wednesday 9th October 2024. The booking system will go live from 6.30pm.**

Attached is a helpful guide to follow when booking an appointment. If you have a child or children in our main school you will receive details for their teacher parent meetings too.

Once you have booked your appointment times you will receive a confirmation email from School Cloud.

If you do not have access to the internet, please contact the school office where we will be able to help you with booking an appointment.

Kind regards,

Hamstel Infant School & Nursery

