

Teacher Parent Conversations - Appointment Booking

Dear Parent/Carer,

Our first Teacher 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 class teacher 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 school in time for your meeting through the main school entrance and make your way to your child's class. There will be chairs and a selection of your child's work to look at while you wait for your meeting time.

The Teacher Parent Conversations will take place on:

- **Tuesday 17th October between 3.30pm and 5.30pm**
- **Wednesday 18th 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 school please visit <https://hamstelinfants.schoolcloud.co.uk> and fill in the boxes with your information.

Please ensure you use your child's full 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 class teacher from **Monday 2nd October 2023. The booking system will go live from 6pm.**

Attached is a helpful guide to follow when booking an appointment. If you have more than one child with us you should see each child's details when accessing the system and their class teacher. If this does not happen please contact the school office.

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