

ST. ANNE'S CATHOLIC PRIMARY SCHOOL

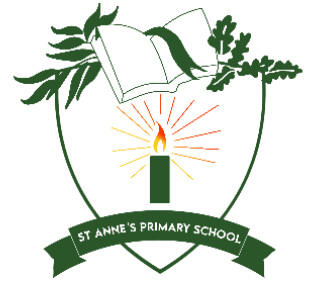
FREE PRAE ROAD, CHERTSEY, SURREY KT16 8ET

☎ 01932 562251 / 562366

✉ office@stannes-chertsey.surrey.sch.uk

🌐 www.stannescps.eschools.co.uk

Headteacher: Mrs L M Harris



24th January 2024

EYFS, KS1 & KS2 Parents' Evening - Online Appointment Booking

I would like to invite you to attend one of our Virtual Parents' Evenings

Appointment Times

Tuesday, 6th February 3:30 - 6:00pm

Wednesday, 7th February 4:30 - 7:00pm

We will once again be using the easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment. Appointments will be **8 minutes long**.

If you need more than one appointment slot due to personal circumstances, please contact your child's class teacher.

Online booking will be open from **Monday, 29th January at 9:00am** and will close at **4pm on Monday 5th February**.

Please visit <https://stannescps.schoolcloud.co.uk/> to book your appointments, please note more than one parent can be invited to the meeting.

If you do not have access to the internet, please contact your **child's class teacher**.

The staff have put together a few notes which we hope will help:

- Please ensure you are logged on **at least 5 minutes** before your allocated time.
- Please ensure you **press the start button**, as the meeting will not start without both you and the teacher activating the call.
- It takes about 10 seconds for the call to connect and video and sound to link in.
- Although it is only 8 minutes, it is enough time if everyone is logged on at the correct time. A follow up e-mail will be sent to you if you are cut off before finishing your conversation.

(As much as you can, please ensure you are able to participate in the meeting and not have outside distractions. Ideally, if other siblings cannot hear the meeting).

Yours sincerely

Mrs L M Harris
Headteacher

