



Swaffham Prior Church of England Primary School



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'Learning, working and growing together'

Helen Bartley
Head teacher

Dear Families

23 February 2023

Parent Consultations - Online Appointment Booking

I would like to invite you to attend one of our virtual Parents' Consultations. This will provide an opportunity for you to discuss your child's progress and share information with their class teacher. The appointments will be virtual and can be accessed from any smart phone, tablet or computer with internet access.

	Monday, 27th February	Tuesday, 28th February	Wednesday, 29th February
Hedgehogs	✓ 3.30 – 4.30pm		✓ 3.30 – 5.50pm
Swifts – Y 1 & 2	✓ 3.30 – 5.50pm		✓ 3.30 – 5.50pm
Bees – Y 3 & 4		✓ 1 – 3.30pm	✓ 3.30 – 5.50pm
Butterflies – Y 5 & 6		✓ 1 – 3.30pm	✓ 3.30 – 5.50pm

This online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments can be made anytime online.

Should you wish to make any changes after this date please contact the school office. Likewise, if you would like to make an alternative appointment, please message the class teacher to arrange a date and time. **Please note, if you have already met with your child's class teacher this term, you do not need to make another appointment.**

Please visit <https://swaffham.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: «Forename»

Student's Surname: «Surname»

If you do not have access to the internet, please contact the school office who will be happy to arrange an alternative appointment on your behalf.

Yours sincerely

Helen Bartley
Head teacher