Headteacher: Miss Stephanie Lawes
Caroline Close, Nuneaton, Warwickshire, CV11 4SE
Tel: 02476 340154
www.chetwyndjuniorschool.co.uk
"Chetwynd should be seen as an extension to the family"

Artsmark Gold Award Awarded by Arts Council England

PSQM Primary Science Quality Mark® Valid 2023 - 2026

25th September 2026

Dear Parents

Parent Consultation Evenings with class teachers are to be held face to face in school on **Wednesday 14th October** and on **Thursday 15th October** between **4:00pm-7:00pm.** Each consultation is scheduled for 10 minutes, allowing teachers to meet with parents and ensure everyone has the opportunity to discuss their child's progress. To help the evening run smoothly and fairly for all, we kindly ask that you arrive on time and adhere to the allocated time slot. We acknowledge that some parents may feel that a ten minute consultation may not be enough time to cover everything in detail, however this allows us to accommodate all families fairly. This approach is consistent with the practice in other schools that we have contacted. Please do not wait for Parent's Evening to contact the teacher if you have any concerns regarding your child. If you have specific questions you'd like to raise, please email the year inbox in advance so that the teacher can prepare and make the most of your appointment.

Our Wellbeing Mentor and Parent Support Advisor, Miss Dawn Ballard will also be available to discuss any worries or concerns you may have about your child *virtually* via SchoolCloud on **Thursday 15th October between 9:00am – 12:00pm and 1:00pm – 3:00pm.** Miss Ballard will be able to signpost you to relevant support if you feel you need help around your child or your own mental health also any behavioural or relationship concerns. Some of you may already be receiving support for your child so this is the opportunity for other parents **who have not previously been in touch** to book an appointment with Miss Ballard.

Our SENDCO, Ms Marston, will be carrying out her Parent Consultations later on in the term. More information regarding this will be emailed out to parents nearer the time.

We will be using the online appointment booking system called SchoolCloud for **all** appointments. This allows you to choose your own appointment times with your child/children's teacher. You will receive an email confirming your appointments from SchoolCloud. To avoid disappointment, please log on to select your preferred time as Parent Consultations cannot be carried out on a different date.

Appointments can be made from now and will close on Monday 12th October at 15:30pm. Should you wish to make any changes after this date please contact the school office.

Please visit **https://chetwyndjunior.schoolcloud.co.uk** to book your appointments.
(A short guide on how to book appointments is included with this letter.)

Login with the following information:
Student's First Name
Student's Surname
Student's Date of birth

To avoid disappointment, please book your slot as soon as you can. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Kind regards

Miss Lawes
Headteacher

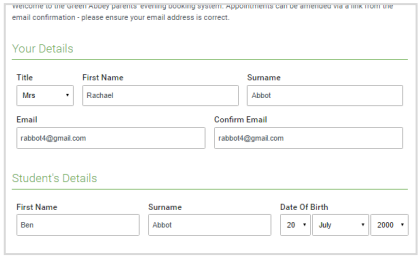
Headteacher: Miss Stephanie Lawes
Caroline Close, Nuneaton, Warwickshire, CV11 4SE
Tel: 02476 340154
www.chetwyndjuniorschool.co.uk
"Chetwynd should be seen as an extension to the family"

Artsmark Gold Award Awarded by Arts Council England

PSQM Primary Science Quality Mark® Valid 2023 - 2026

Parents' Guide for Booking Appointments

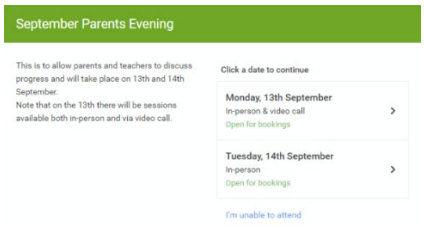
Browse to https://chetwyndjunior.schoolcloud.co.uk/



Step 1: Login

Fill out the details on the page then click the *Log In* button.

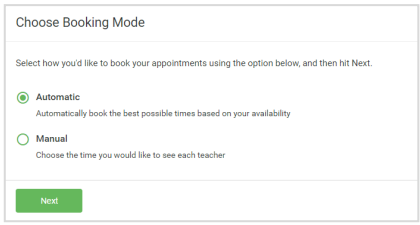
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

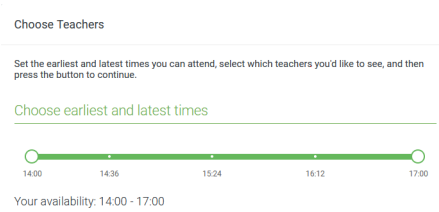
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

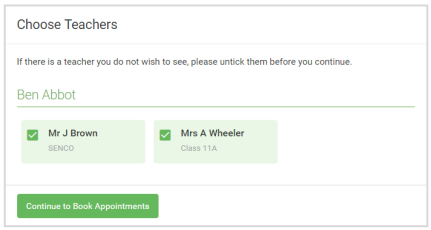
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Select Availability

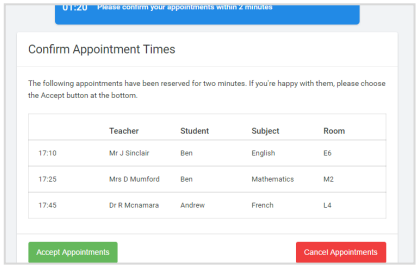
Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Headteacher: Miss Stephanie Lawes
Caroline Close, Nuneaton, Warwickshire, CV11 4SE
Tel: 02476 340154
www.chetwyndjuniorschool.co.uk
"Chetwynd should be seen as an extension to the family"



Step 5: Choose Teachers

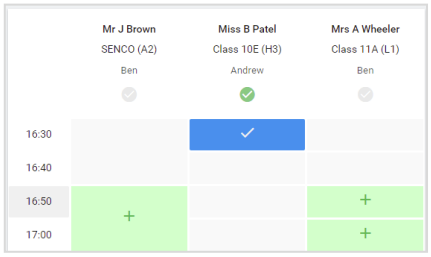
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.



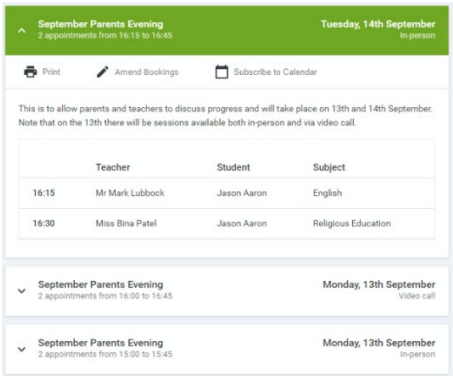
Step 7: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.