



Busbridge CE (Aided) Junior School  
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**Headteacher**

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Friday 21st January 2022

Dear Parents and Carers

### **Parents' Evening – Tuesday 8<sup>th</sup> and Thursday 10<sup>th</sup> February 2022**

I am writing to confirm details for our upcoming Parents' Evenings on **Tuesday 8<sup>th</sup> and Thursday 10<sup>th</sup> February 2022**. Following feedback from parents last term, we will be holding the parents evenings remotely via a "face to face" online video meeting with your child's class teacher on our online parents' evening platform, 'School Cloud'.

The purpose of the meeting is to discuss your child's progress this academic year. We are sure that you will find the meeting useful, despite it not being in person this time around.

Appointments will be available on Tuesday 8<sup>th</sup> February from 4.00pm to 6.30pm (ending at 6.40pm) and on Thursday 10<sup>th</sup> February from 6.00pm to 8.30pm (ending at 8.40pm).

For those children on our SEN register, parents will also be able to book an appointment with Mrs Barker, our Deputy Head Teacher and SENCO.

#### **1) How to sign-up and make appointments:**

Please visit <https://busbridgejunior.parentseveningsystem.co.uk> to book your appointments. A short guide on how to book appointments is attached with this letter. Login with the following information:

Your child's First Name: e.g. Hannah  
Your child's Surname: e.g. Smith  
Your child's Date of Birth (dd/mm/yyyy) e.g. 11/12/2011

**The booking system will open to make appointments on Monday 24th January 2022 at 9:30am.**

#### **2) Confirmation of appointment time:**

Once you have booked a time slot in the parent's evening booking system, you will receive an email confirmation from School Cloud with your booking details. It can take a few minutes for the email to arrive.

#### **3) On the day of the appointment:**

On the day of the parents' evening you will need to sign back in to the app/website at your allocated appointment time and press the green "Join video appointments" button to be connected to your child's class teacher.

If you do not have access to the internet, please contact the School Office who will be happy to add appointments on your behalf. However you will require an electronic device to be able to attend the parents' evening session.

In the unlikely event that you should wish to change your appointment once it has been booked then please contact the School Office via [admin@busbridge-junior.surrey.sch.uk](mailto:admin@busbridge-junior.surrey.sch.uk) or by telephone on (01483) 417302.

Kind regards

Richard Catchpole  
(Head teacher)

