

11th October 2021

Dear Parent/Carer,

**Virtual Parents' Evenings Tuesday 19th and Wednesday 20th October 2021
Online Appointment Booking**

We would like to invite you to attend our Parents' Evening on either Tuesday 19th October or between 15.30 – 16.50 or Wednesday 20th October 2021 between 15.30 – 18.50.

You can choose a convenient time slot on either of those days. To reduce the number of people in the building, the appointment will be **virtual**. The appointment is for 10 minutes.

How to book:

The appointment booking system will open tomorrow- Tuesday 12th October at 08.00am and will close on Friday 15th October 2021 at 4pm.

Please visit <https://crownlane.schoolcloud.co.uk/> to book your appointment. Please login with the same information that is held on our school system:

Student's Legal First Name
Student's Legal Surname
Student's Date of Birth

Once you have booked, you will receive email confirmation. Also, one hour before your appointment you will be sent a link via email to join the meeting.

If you do not have access to the internet or have difficulties registering, please contact the school office who will be happy to add appointments on your behalf based on availability.

Best wishes,

Ms Angelika Alleman
Assistant Head EYFS and KS1

Ruth Grimwood
Acting Assistant Head for KS2