St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan
Deputy Headteacher : Mrs S Bell
Joint Chair of Governors : Mr Remie Antao

Learning our faith, Living our faith, Loving our faith

8th October 2026

Dear Parent / Carers of children in **RSG** to Yr6

Parents evening this term will take place on the following dates:

Tuesday 3rd November and Wednesday 4th November 2026 for RSG to Yr6

Timings for these meetings are noted below and will give teachers an opportunity to report on wellbeing and progress since the beginning of the academic year, and give clear steps forward as to how your child can reach their full potential this year.

As mentioned in our September Curriculum talks *(Yrs1-6)*, this term, our Parents' Evenings will take place in the following formats:

Tuesday 3rd November – ***'in person'*** face-to-face appointment **– 5 – 7.30pm**
or
Wednesday 4th November – School Cloud ***'virtual'*** appointments **– 5 – 7.30pm**

Both appointment types will be *first come first served* via the **School Cloud** booking system. This means that you will need to choose **one appointment slot** which is based on **your preferred date and appointment format**; either in school or virtually. However, we *cannot* guarantee that your preferred date, time or format will be available. Both appointment types will be **10 minutes** in duration. Parents who attend an in-school appointment will *not* have the opportunity to view their child's books on this occasion. We will ensure that you have the time to do so later in the year.

Parents are ***not permitted*** to bring their child or sibling/s to the school at their allotted appointment time. If you have issues with childcare then we suggest you choose the virtual appointment. Parent / carers who arrive with children will be turned away.

Please note that there are no after school clubs *(Yrs1 – 6)* on either day and you are therefore kindly reminded that you should collect your child from school at the end of the normal school day (3.30pm).

Telephone number : 020 8572 9658
e-mail : office@stmichaelrc.hounslow.sch.uk
www.stmichaelandstmartin.co.uk
Follow us on Instagram : stmichaelstmartinscl

School Cloud Virtual Meeting protocol

Please ensure that your child is not present on screen or in the same room during the meeting.

As always, only *biological* parents or *carers* (with legal parental rights) are permitted to attend these meetings. We are *unable* to confer with any step-parents regarding children's progress who do not have parental responsibility.

The School Cloud booking system is very straightforward system so we are hopeful you will all be able to book and attend your appointments without any difficulty.

How to book your appointment

The booking system will go live at **10.30am** on **Wednesday 14th October 2026**. From this time, please follow this link https://stmichaelstmartin.schoolcloud.co.uk/ and complete your details as prompted. For the system to recognise you, the details you enter should match the details you have given us *(i.e. if you have told us your name is 'Samantha' but you put 'Sam' it may well not recognise you!)*. Please refer to the attached step-by-step guide to help support you should you need it.

You can select your preferred date, from the two dates available and ask the system to automatically choose your time slot or you can select it manually.

If you are unable to access the system to make your booking, please email **response@stmichaelrc.hounslow.sch.uk** confirming your child's name, class and the issues that you are having *(a screen shot is often very helpful in these situations)*. This will assist us to resolve your issue.

Top tip - appointments ***cannot*** overrun *(they automatically start and end at the allotted time)* so, if you have more than one child, you could book appointments that follow on from one another. Please do try not to be late logging in.

FAQ'S

What if parents require separate appointments?

At this time, we ask that only one appointment is made per child.

How does it work on the day?

You can go to your appointment using the link in the confirmation email that you will receive after booking. There will be a button saying 'Join video appointments'. Please ensure that your camera and audio ***are turned on***. You can link in from the comfort of your own home or location of your choice.

What if we have technical problems?

We will not be able to support with troubleshooting at the time of the meeting so please login early enough to make sure all is working. If there are any issues that mean your appointment does not go ahead as planned, the class teacher will follow up with you and arrange an alternative appointment.

Reading

We as a school believe reading is central to all aspects of learning and therefore expect that you hear your child read each evening – *thank you*. You must write a comment in their journal so that we know they have read and have spoken to you about the story and characters etc.

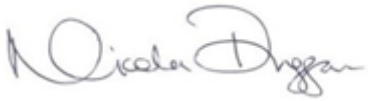
Attendance

If your teacher has any concerns relating to your child's current level of attendance this will also be discussed during your meeting.

Please do try to book your appointment slot when the booking line open. This will enable us all to be ready for our meetings. You will also find attached *'protocol for the virtual meetings'* information sheet and we would ask you to familiarise yourselves with these.

Thank you as always for the support you give your children and our school. We look forward to meeting you all virtually.

Yours sincerely



Mrs N Duggan
Headteacher