



St Michael and St Martin Catholic Primary School

Belgrave Road, Hounslow, Middlesex TW4 7AG

Headteacher : Mrs N Duggan
Deputy Headteacher : Mrs S Bell
Chair of Governors : Mr Paul Lemaire



Learning our faith, Living our faith, Loving our faith

9th October 2023

Dear Parent / Carer

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

Wednesday 1st and Thursday 2nd November 2023
for
Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6

These meetings will take place between **4pm and 6.30pm** on both days 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, this term, our Parents' Evenings will take place in the following formats:

Wednesday 1st November - '*In school*' face-to-face appointment with class teacher
or
Thursday 2nd November - School Cloud '*virtual*' appointment with class teacher

Both appointment types will be *first come first served* via the **School Cloud** booking system. So 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.

The decision has been made to continue with two appointment types so that parents who wish to have a face to face meeting may do so, or to suit those who may prefer a virtual appointment (*for example, we know that some parents may not be able to access the school within the time parameters due to factors like commuting time etc*). 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 unfortunately be turned away.

School Cloud Virtual Meeting protocol

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

Telephone number : 020 8572 9658 Fax : 020 8572 1982

e-mail : office@stmichaelrc.hounslow.sch.uk

www.stmichaelandstmartin.co.uk

Follow us on Twitter : STMM20



It is a very straightforward system so we are hopeful you will all be able to book and attend your appointments without any difficulty. Should you have any issues with booking, please call the school office. **If your child is new to the school this term their class teachers via telephone.**

How to book your appointment

The booking system will go live at **11am on Wednesday 11th October 2023**. 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 jwalsh80.313@lgflmail.org 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 Mr Walsh 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. Appointments will keep to time so 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.

Assessments

Teachers are assessing all the time and can quickly assess how well a child is engaging in any given learning. It is from these observations - both formal and informal, that teachers will discuss with you how best we can all support your child in the year ahead. This is a *shared* journey and we will need your help to ensure your child reaches their full potential. In school, we have planned how best to address any gaps in learning for example, quality teaching first teaching and targeted interventions, which help to ensure children are able to learn and can build up stamina to enable them to make the desired progress. All children are unique – some will make this journey quickly, others may take an additional amount of time. Please take advantage of any interventions the school may offer.



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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.

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

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