



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

28th February 2025

Dear Parent / Carers of Nursery children

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

Tuesday 18th and Wednesday 19th March 2025 for all year groups (including Nursery)

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.

Our Nursery Parents' Evenings will take place on the following days:

Monday 18th March – 9am – 12(noon) and 4 – 7.40pm

or

Tuesday 19th March – 1 – 3pm and 4 - 5pm

Appointments 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**. However, we cannot guarantee that your preferred date will be available. All appointment will be **10 minutes** in duration.

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.

Meeting protocol

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.

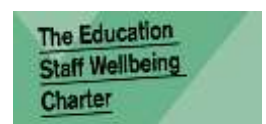
It is a very straightforward system so we are hopeful you will all be able to book your appointments without any difficulty. Should you have any issues with booking, please call the school office. **If your child is new to the school this term their class teachers via telephone.**

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



How to book your appointment

The booking system will go live at **2pm on Monday 3rd March 2025**. 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 iwalsh80.313@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.

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.

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

Yours sincerely



Mrs N Duggan
Headteacher

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