



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 and Mr Tom White



Learning our faith, Living our faith, Loving our faith

25th February 2026

Dear Parent / Carers of children in Reception, Yr1, 2M, Yr3, Yr4 & Yr5

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

**Monday 16th and Wednesday 18th March 2026 for the above-mentioned year groups / classes
4.30 – 7pm**

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.

All appointments this term are 'in person' this is to enable you to view your child's work as we approach the summer term.

Appointments will be *first come first served* and can be made via the **School Cloud** booking system. You will need to choose **one appointment slot** which is based on **your preferred date**.

All appointments are scheduled for 8 minutes per child, this time cannot be extended. As you can appreciate teachers need to meet with every parent from their class giving all families equal time.

If your class teacher feels that it is necessary to discuss matters in greater depth then they will arrange a further meeting with you.

Please note that there are no after school clubs 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). You are also reminded that your child should not return to school with you for your meeting. Should you arrive at school with your child unfortunately you will not be permitted entry.

How to book your appointment

The booking system will go live at **10.30am on Thursday 26th February 2026**. From this time, please follow this link 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.



Telephone number : 020 8572 9658 Fax : 020 8572 1982

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

www.stmichaelandstmartin.co.uk

Follow us on Instagram : [stmichaelstmartinschool5](https://www.instagram.com/stmichaelstmartinschool5)

The Education
Staff Wellbeing
Charter

You can select your preferred date, from the two 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 Miss Logue in resolving the issue.

Assessments

Teachers will provide parents with a spring term progress report, outlining your child's attainment stage and information for how you can further support their learning and enable them to reach their projected targets.

Reading

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 staff know that your child has read their book to you 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 lines open. This will enable teachers to prepare for these meetings.

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

Yours sincerely



Mrs N Duggan
Headteacher