



Billingshurst Primary School
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11th October 2021

Dear Parents and Carers

Parent Consultations Autumn Term 2021 – Online booking system

Every term we invite you to spend quality time with teachers to celebrate your children's progress and to discuss future targets and next steps of learning. This term we have two evenings with the option to select either an online video appointment or a face to face meeting in school. The video appointments will be held during the first half of each evening followed by the face to face ones. You will be able to select the type of appointment you prefer when you book; all appointments will be 10 minutes long.

Tuesday 19 th October 2021	-	4.00 – 5.30 pm – video appointments
		5.40 – 7.30 pm – face to face appointments
Wednesday 20 th October 2021	-	3.30 – 4.20 pm – video appointments
		4.30 – 5.30 pm – face to face appointments

Your child is encouraged to participate in the discussion.

Please visit <https://billingshurst.schoolcloud.co.uk/> to book your appointments. You can also access this from our website on the home page. If you have not used the system before, login with the following information:

Child's First Name:
Child's Surname:
Child's Date of Birth

You will be able to access the video link via iphone, ipad, android, windows (chrome), Mac or Linux. If accessing on an iphone or ipad on IOS 14.2, upgrade to 14.3 to access video. See this guide to help you – '[Parent Guide For Video Appointments](#)'. An automatic reminder email will be sent to parents 1 hour before their appointments which contains a link to access the system.

The booking system will be live from **5.00pm on 11th October** and you can book appointments from then until **3.00pm on 18th October**. Should you wish to make any changes after this date please contact the school office.

Please do not book an appointment if you usually have an appointment for an Extended Parents' Consultation with Mrs Towner and the Inclusion Team.

Yours sincerely

Helen Williamson
Headteacher

