



**Billingshurst Primary School**  
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1<sup>st</sup> March 2022

Dear Parents/Carers

Thank you for your patience with the booking system – I understand that there has been some confusion about the booking process for the extended parent consultations.

As a reminder, and further to the letter regarding booking the extended parent consultation, which came home in your child's book bag before half-term, you are only able to book an appointment according to the availability of your child's class teacher, which is as follows:

Date	Morning	Afternoon
Monday 7 <sup>th</sup> March	Argentina Germany Netherlands	Argentina Greece
Tuesday 8 <sup>th</sup> March	Egypt Madagascar Chile	Ireland Scotland Italy Spain
Wednesday 9 <sup>th</sup> March	Brazil Russia	Japan
Thursday 10 <sup>th</sup> March	Wales	France
Monday 14 <sup>th</sup> March	Japan Morocco	Maldives
Tuesday 15 <sup>th</sup> March	Nepal	Cambodia
Wednesday 16 <sup>th</sup> March	China	

As a reminder, you will need to log in to our booking system in order to make an appointment. To do this, please follow these instructions:

Please go to <https://billingshurst.schoolcloud.co.uk/> to book your appointments. You will then be able to log in for the meeting to access the video link at the time of your appointment. Once the appointment time has elapsed the video link will stop automatically.

If you have not used the system before, you will need the following information in order to log in:

Child's first name  
Child's last name  
Child's date of birth

Please see this guide to help you:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

The system is now live.

Please remember to return the Parent View questionnaire by Thursday 3<sup>rd</sup> March.

Please can I ask that, ahead of your meeting, you familiarise yourself with your child's Individual Learning Plan (ILP) targets to ensure that the meeting time is used effectively. This term's EPC will focus on your views surrounding the support you have been able to offer at home as discussed during last term's EPC.

Please contact the office as soon as possible to advise us if you are no longer able to attend your appointment.

Yours sincerely,



Mrs K. Towner  
Assistant Headteacher/SENDCo

