



**Willenhall**  
Community  
Primary School

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The  
**Affinity**  
Federation

8<sup>th</sup> March 2021

Dear Parent

### Parent Meetings Spring Term 2021 - Online Appointment Booking

I would like to invite you to attend a meeting with your child's teacher on Monday 22<sup>nd</sup> or Tuesday 23<sup>rd</sup> March. This will be an important opportunity to discuss your child's progress and any concerns that you might have.

The school has introduced a new and easy to use online appointment booking system (SchoolCloud). This allows you to choose your own appointment time with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

The system will be open for you to make appointments from Tuesday 9<sup>th</sup> March at 9am and will close on Thursday 18<sup>th</sup> March at 12pm. Should you wish to make any changes after this date please contact the school office.

If you have the School Gateway app you will be able book appointments via the Useful Links section (please see picture).

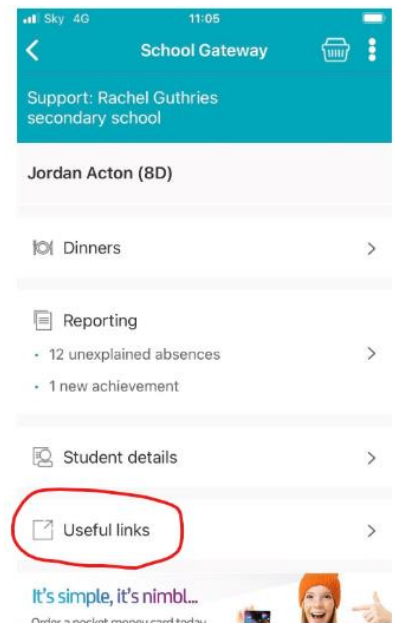
Alternatively, please visit <https://willenhallprimary.schoolcloud.co.uk> to book your appointments.

A short guide on how to add appointments is included with this letter.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Ms L Knowles  
Head Teacher



*Ambitious young minds are the future leaders of our community*

