



**Willenhall**  
Community  
Primary School

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The  
**Affinity**  
Federation

30<sup>th</sup> June 2021

Dear Parent

### **Parent Meetings Summer Term 2021 - Online Appointment Booking & Video Meetings**

I would like to invite you to attend a meeting with your child's teacher on Monday 12<sup>th</sup> or Tuesday 13<sup>th</sup> July. This will be an important opportunity to discuss your child's progress and any concerns that you might have. The school will once again be using the 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.

Please visit <https://willenhallprimary.schoolcloud.co.uk> to book your appointments (you can also access this via the useful links section on the Schoolgateway app). **A short guide on how to add appointments is included with this email.**

#### **Virtual Meetings by Video**

Due to the ongoing COVID restrictions, we are again unable to hold the meetings in person. This time we will be holding the meetings by video call using new functionality in SchoolCloud. We hope this will allow for more effective and personal meetings. At the time of your appointment you will return to the SchoolCloud website (via Schoolgateway or <https://willenhallprimary.schoolcloud.co.uk>) click on the button to join your meeting. **Please use the link below if you would like to watch a short video on how to book and join your appointments.**

[Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parenteveningsystem.co.uk\)](https://parenteveningsystem.co.uk)

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*

