



Wednesday 17th January 2024

Dear Parents/Carers

I would like to invite you to the Spring Term parents evening for 2023-2024. We have arranged for you to attend an extended parents meeting on Wednesday 7th February 2024. This is because your child is either receiving SEN support or is under the supervision of our school SENCo.

Our Parents' Evening booking system is called School Cloud. **The system remains locked until Monday 22nd January 2024 at 9am when it will open for appointments.**

You will be able to access and manage your appointments until **Monday 5th February 2024 at 12:30** at which point the system will be locked and you will need to contact the school office.

By attending this appointment you do not need to book onto the standard parents evenings on 21st and 22nd February 2024.

If you are unable to attend this parents evening please log into the system and select "Not Attending", by doing this the system will not longer chase you to book an appointment.

The booking system can be accessed using this link: (<https://sunhilljuniorschool.schoolcloud.co.uk/>)

- Login, by entering your own details and your child's name and date of birth.
- Select the event which you are going to attend.
- Book appointments.

Here are some useful links to help you book appointments and to access the video appointments on the day: [Guide for booking Appointments](#)

Please note each appointment will last 20 minutes and after this allotted time the class teacher is required to complete the appointment to allow them to move onto the next family waiting. There will be a counter on the teachers desk guide you through the count down.

If you require assistance with the appointment system please contact us on adminoffice@sunhill-jun.hants.sch.uk

Regards

Mrs S Griffiths - Head Teacher

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