



'ad omnia paratus'



Head Teacher Mrs J Cook

Burton Joyce Primary School  
Padleys Lane  
Burton Joyce  
Nottingham  
NG14 5EB

Tel: 0115 9312373

[head@burtonjoyce.notts.sch.uk](mailto:head@burtonjoyce.notts.sch.uk)  
[office@burtonjoyce.notts.sch.uk](mailto:office@burtonjoyce.notts.sch.uk)

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Dear Parents/Carers,

Our parents' evenings will be taking place on **Tuesday 11th & Thursday 13th May online via School Cloud**. These evenings will be an opportunity for you to talk with your child's class teacher and learn about your child's progress and what you can do to support them. Unfortunately, we can only allow ten minutes per child, but if you feel that you would like to talk further at the end of the ten minutes, you can make an appointment with the teacher for another day.

You will be sent a link to our School Cloud webpage shortly after 3.30pm today to book an appointment to see your child/children's teacher.

The software will allow you to coordinate appointments if you have more than one child in school.

**We would urge all parents to watch this short video before your appointment to test your settings, paying particular attention to point 2 - The video call. It is imperative that you click on the 'start appointment' button as shown to begin the call. If this isn't selected the time will start but you will not be connected.**

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

This will be the only method of booking and speaking to your children's teacher and no face to face or email appointments can be made.

Parents who share responsibility of a pupil please can one parent book the parents evening and when prompted share the information with the other parent so both parents can access the link. Only one appointment is available per pupil.

Please contact the school office if you have any queries.

Yours sincerely,

Mrs. J. M. Cook  
Head teacher



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