

Townfield Primary School

A professional learning community

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www.townfieldprimaryschool.co.uk

Headteacher: Mrs M Loftus



Wednesday, 24th November 2021

**Please ensure you book on the correct
date for your child's class
e.g. Nursery 1 or Nursery 2**

Dear Nursery Parents/Carers

Virtual Parents Evening

We would like to invite you to attend our Virtual Parents' Evening, which will take place as follows:-

- Nursery 1 Monday 29th November 2021
- Nursery Monday 6th December 2021

School has introduced a new intuitive and easy to use online appointment booking system which allows you to choose your own appointment times with teachers; appointments will be confirmed by email almost instantly.

Please visit www.townfield.schoolcloud.co.uk to book your appointment(s). A short guide is attached regarding how to book appointments, together with some useful troubleshooting guidance. Please note as Nursery parents evening has been set up as a separate event, you will not be able to book appointments for main school children when logged in as a nursery parent. To see any other "linked" children, you will need to log out and log back in using details of your child who attends main school. Guidance for booking is attached.

Please note the appointment link may only be used by the person who has booked the appointment and cannot be shared as this will cause the video to close. However, should you wish to invite another parent/guardian, once the appointment is booked you will need to log back into the system and send an invitation. Guidance on how to do this can be found in the attached (page 2, step 2)

Yours faithfully

Mrs Moira Loftus
Headteacher



Part of Rainbow Education Multi Academy Trust

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