



# Coates Primary School



Coates Primary School  
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17 October 2022

Dear Parent and Carer

## Autumn term parent consultation - Online Appointment Booking

I would like to invite you to attend our Parents' consultations on:

Monday 31 <sup>st</sup> October	Years 4 and 6
Tuesday 1 <sup>st</sup> November	Years 2 and 3
Wednesday 2 <sup>nd</sup> November	Reception and Year 5
Thursday 3 <sup>rd</sup> November	Year 1

The consultation is designed to inform you of how your child has settled and their targets alongside answering any questions you may have.

Following the success of the online appointment booking system and virtual meetings used previously, this system is going to be used again this term. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. You will then be able to access your virtual appointment through the system.

Appointments can be made from 4pm on Tuesday 18<sup>th</sup> October and will close at 8am on the 30<sup>th</sup> October. Should you wish to make any changes after this date please contact the school office.

Please visit <https://coatesps.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) The link below explains how to attend a video call using this system  
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Login with the following information:

Student details: Pupil forename, surname and date of birth.

Your details: Your title, forename and surname. The email address which is registered with the school.

You are able to login before the appointments go live to check your login details as they have been set using primary contacts. **We recommend that you do this to enable us to support with any difficulties before the appointments are live.**

If you do not have access to the internet, please contact the school office who will be happy to support you in making an available appointment once they are live.

Yours sincerely

Kind Regards

Mrs L Boucher  
Headteacher