



Mesne Lea Primary School

Working together for individual excellence

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3rd December 2020

Whole School Parents' Evening

Dear Parents/ Carers,

I hope that everyone is well.

As you are aware, Mesne Lea is committed to working with parents, due to the current situation with COVID, meetings will be conducted using Schoolcloud. I would like to invite parents/carers to meet with their child's class teacher on Mon 7th December between 3:40 – 6:30pm and Wednesday 9th December between 3:40 – 5:00pm. This is an important evening and provides you with an opportunity to discuss your child's academic and pastoral progress.

The school has introduced a new initiative and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments for Mon 7th December can be made from Friday 4th Dec until Sunday 6th December at 7:00pm and appointments for Wed 9th December can be made from Friday 4th Dec and will close on Tues 8th Dec at 4:00pm. Should you wish to make any changes after this date please contact the school office.

Each appointment will last for 8 minutes with a two-minute gap between appointments to ensure that meetings do not run over the allotted time.

Please visit <https://mesnelea.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
(Registration Class) / (Tutor Group) / (Date of Birth) / (Login Code): «Information»

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

If you have any queries or concerns, please contact the main school office, who will be happy to help you in this matter

Best wishes,

A Nelson

Ms Nelson
Headteacher

