



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
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"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."

Head Teacher: Jo Davies

25th March 2021

Dear Parents/Carers

Virtual Parents' Evening – Year 3 & 5 Booking Details

Monday 26th April 2021 - 1.20pm – 7pm

We would like to invite you to attend our Virtual Parents' Evening on Monday 26th April between 1:20pm and 7pm.

Please note that these meetings are to be attended by parents only, not children.

The school has introduced a new intuitive 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 can be made from **Wednesday 31st March at 7pm** and will close on **Wednesday 21st April at 4pm**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://queeneleanors.schoolcloud.co.uk/> to book your appointments. Details on how to book can be found in the attached Parent Guide.

Important: When making a booking for your child, please ensure you use their legal first name and surname not their 'preferred' names otherwise the system will not recognise their details.

Each meeting will be restricted to a 10-minute timeslot. Please be aware that the meetings are timed and will be cut off after 10 minutes to allow the next scheduled meeting to start on time. To ensure that no meeting time is wasted due to technical issues, we strongly recommend that once you have your confirmed appointment time, you login to the system to check all is in order. Full information on how to use the online platform, including how parents can log in from separate locations, can be found via the following link:

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

This system is extremely user friendly and straight forward, however should you experience any problems or should you not have online access, please feel free to contact the school office.

If you require a joint appointment with your child's teacher and the school's SENCO – Mrs Strickland, please contact the school office to set up an appointment time. These sessions will be available from 1.20pm – 7pm.

Kind Regards

The School Office