



Westwood First School,
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Headteacher: Mrs V. Woollacott

27th February 2023

Dear Parents/Carers

Parents' Evenings – Wednesday 8th March - Online Appointment Booking

We would like to invite you to book an online parents' evening appointment with your child's class teacher on Wednesday 8th March.

The online appointment booking system is intuitive and easy to use. It allows you to choose your own appointment times with your child's teacher and you will receive an email confirming your appointments. You will then log in online on the night of your appointment.

Appointments can be made from **Monday 27th February at 3.30pm**. Booking will close on **Tuesday 7th March at 9.00am**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://westwoodfirst.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter and you can also click on the link below to watch a video about how to attend the appointment: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

It is recommended that you use a smartphone for the appointments and that you log in a few minutes before your appointment starts as the starting times cannot be delayed and will end at the time shown, even if they start late.

You will need to login with the following information:

- Your name (including title eg. Mr, Mrs or Ms);
- Your email address;
- Student's First Name and Surname;
- Student's Date of Birth

You will also have the opportunity to come into school to see your child's work if you wish. The times for this will be:

- 8.30 to 9am and 3.20 to 4.30pm on Thursday 2nd March
- 8.30 to 9am and 3.20 to 4.30pm on Tuesday 7th March

Yours sincerely

Mrs V Woollacott
Headteacher



Artsmark
Gold Award
Awarded by Arts
Council England



The Talent
Learning Trust