

John Perry Primary School  
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Head Teacher: Mr W Pedro



20/10/2023

## **Parent-Teacher Consultations: Online Appointment Booking**

Dear Parents and Carers,

I would like to invite you to attend our Parent-Teacher Consultation evenings on Tuesday 21<sup>st</sup> November or Wednesday 22<sup>nd</sup> November. These appointments will be in person (face-to-face). We kindly ask that you do not bring very young children along if at all possible as they will need to be under your supervision at all times. This is an important evening and provides you with an opportunity to discuss your child's academic progress and general wellbeing in school.

**Please note that on both days (Tuesday 21st November or Wednesday 22nd November) school will end at the following times:**

- **EY (Nursery and Reception), KS1, ARP: 15:00**
- **KS2: 15:15**

The school will once again be using the 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.

Appointments can be made from today at 4:30pm and will close on Tuesday 14<sup>th</sup> November at 11pm. Should you wish to make any changes after this date please contact the school office.

To book your appointment, please follow these steps:

1. Open the Weduc app,
2. Go to the menu (☰) on the top-left corner and click on The Hub.
3. Select Parent Link and Parents Evening.
4. Once you are in the SchoolCloud, you will need to fill out the form to log in.
5. Choose the date for your appointment. Click on your child's name and continue to book the appointment.
6. Choose your preferred time slot (10 minutes in most cases; 20 minutes if your child is in the ARP).
7. Save.



If you have more than one child in the school, you will be able to book appointments for all once you have logged in. You will receive an email to confirm the booking.

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

If you would like to provide the school with feedback after your Parent-Teacher Consultation meeting, please email the school office on [office@johnperry.bardaglea.org.uk](mailto:office@johnperry.bardaglea.org.uk)

Yours sincerely,

Mr W. Pedro  
Head Teacher

