



HEATHWOOD LOWER SCHOOL, Heath Road, Leighton Buzzard, Bedfordshire LU7 3AU  
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Mrs Jackie Wright B. Ed (Hons)

10 October 2023

Dear Parents

### Virtual Parents' Evening 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> October 2023 - Online Video Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> October 2023. This will be an opportunity for you to catch up with your child's class teacher and discuss how they have settled in to the new school year.

The school uses the school cloud online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment. Your appointments will be for 6 minutes and there is a set 2-minute gap between appointments, so that you have time to move from one appointment to the next if you have more than one child.

Appointments can be made from Wednesday 11<sup>th</sup> October at 9am and will close on Tuesday 17<sup>th</sup> October. Should you wish to make any changes after this date please contact the school office.

Please visit <https://heathwoodlower.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login using your Child's First Name, Surname and Date of Birth.

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

**If you have had an IAP meeting you will not have access to the online parents evening**

Please see the schedule of meetings below:

Tuesday 17<sup>th</sup> October - All classes

Wednesday 18<sup>th</sup> October - Class R and Class 2

Thursday 19<sup>th</sup> October - Classes 1,3 & 4

Yours sincerely

Mrs Jackie Wright  
Headteacher

