



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

13 March 2024

Dear Parents

Virtual Parents' Evening 25th and 27th March - Online Video Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on 25th and 27th March 2024. 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 are now open and will close on Tuesday 24th March. 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 IEP meeting you will not need an online parents evening

Yours sincerely

Mrs Jackie Wright
Headteacher

