

# Downton Church of England VA Primary School

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Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

Deputy Headteachers: Mrs A Bates BA (Hons) QTS & Mrs M Ford BA (Hons) QTS



Friday 15<sup>th</sup> March 2024

Dear Parents,

## Parents Evenings

We are writing to share with you details of our upcoming Parents Evenings. This term, we will offer in person appointments over two days, for parents who would like to discuss anything from their child's report. We will also offer another parents evening in the summer term. Parents Evening will be taking place on the following days for all classes:

**Tuesday 26<sup>th</sup> of March 2024 - 3:30-6:00pm**  
**Wednesday 27<sup>th</sup> of March 2024 - 3:30-6:00pm**

We will continue to use the Parents Evening booking system which allows you to choose your own appointment times with teachers. You will also receive an email confirming your appointment.

To access the booking system, please follow this link: <https://downtonpri.schoolcloud.co.uk/>

These 10 minute appointments will give you the opportunity to discuss your child's school report and any concerns that you have. The reports will be sent home on Friday 22<sup>nd</sup> March and bookings will open at 6pm on Friday 22<sup>nd</sup> of March after you have received your child's report. When booking your appointment, there is a comments box where you can add a note for the class teacher ahead of the meeting so that they can prepare to resolve any queries you may have.

We ask that if you have a more complex matter you would like to discuss with your child's teacher that this is arranged for a separate time in order for the meetings to run on time.

We appreciate your co-operation in making time to attend an appointment on the set dates above. If for any reason you are unable to make the dates given, please let us know.

Yours sincerely,

Paula Carlton  
Headteacher



Young Carer Friendly Award  
Education

