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School Office Tel: 01384 818855
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Headteacher: Miss H Grasby

Friday 12th May 2023

Rescheduled Nursery Parent & Teacher Consultation

Dear Parents and Carers,

Unfortunately, we were unable to go ahead with the parents' evening scheduled for Thursday 9th March and Monday 13th for which we apologise for any inconvenience caused. The situation was beyond our control, and we appreciate your understanding and patience.

We are pleased to inform you that we are now able to arrange appointments between **9:30am and 6:10pm on Wednesday 24th May and between 3:30pm and 6:10pm Thursday 25th may.**

During your ten-minute appointment, you will have the opportunity to discuss your child's learning so far this academic year. Please make sure that if there are any questions you want to ask, you do so early in the conversation, as each meeting is scheduled ten minutes. You may arrive 15 minutes prior to your appointment or stay 15 minutes after to view your child's learning (with exception of the first appointment available, where you will only have time after your appointment, or the last appointment available where you will only have time prior to the appointment). Please adhere to these timings to help reduce overcrowding in the classrooms.

You can book appointments online on SchoolCloud. SchoolCloud is completely web-based and there is no need to download or install any additional software. SchoolCloud is intuitive and you will need to book your appointment using the online booking system. School is not able to book the appointments for you. This allows you to choose your appointment time with your child's teacher. If you provide the online booking system with a valid email address it will automatically send an email confirming your appointment times and date; we strongly advise you to do this.

The booking system will open for appointments to be made from **6pm this evening (12/05/23)** and will be made on a first-come, first-served basis. The booking system will close at 6pm on Monday 22nd May.

Please visit <https://olivehill.schoolcloud.co.uk> to book your appointments. A link to the appointment website can also be found on the homepage of the school website www.olive.dudley.sch.uk. We will also send out a text to the priority 1 parent we have listed on SIMS at 6pm this evening with the link.

When you visit the appointment website you will see a screen that looks like this:

Olive Hill Primary Academy

SchoolCloud

Welcome to the Olive Hill Primary Academy booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth

Log In

It is really important that your login is the exact information that we have on file for you and your child. Any discrepancies in this information will result in you not being able to log on and book an appointment. It will ask for the following information:

- Title of Parent
- First Name of Parent
- Surname of Parent
- Email Address of Parent (**this doesn't have to match our school records**)
- Legal First Name of Student
- Legal Surname of Student
- Date of Birth of Student

If you have multiple children at Olive Hill, you only need to log in once with any child's information, you should then be able to book appointments for all siblings.

If you have any issues with logging in, please contact the school office on 01384 818855 during our usual office hours between 8:00am and 4:00pm.

We look forward to seeing you at your child's appointment.

Yours faithfully,

Miss Grasby
Headteacher