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[www.newquayjunior.net](http://www.newquayjunior.net)
Executive Headteacher:

Mr Craig Hayes B.ED (Hons)

31st October 2023

Dear Parents and Carers,

**Booking information for Parent/Carer and Teacher Consultations.**

**The Face-to-Face consultations take place on**

 **Tuesday 7th November or Thursday 9th November 2023**

This is your opportunity to meet with your child’s class teacher to find out more about their progress and how we can all work together to support them over this term. You will also be able to see some of their work, and we would be delighted for your child to attend and share in this meeting. There will be one face to face meeting per pupil, which can be booked via the online booking system.

To make the booking, you will need to use the online system via SchoolCloud and each appointment will last for ten minutes at Newquay Junior Academy. You will then receive an email confirming your time slot. *Please note: this email may go into your spam/junk items so do check once you have made the appointment.*

**The booking system opens, using this link on Wednesday 1st November at 6.30pm:**

<https://newquayjunioracademy.schoolcloud.co.uk/> Opens Weds at 1st 6.30pm

**Login with your own (parent/carer) forename and surname**, **email address and pupil’s details.**

**You will be able to access the booking system from 6.30pm Wednesday 1st November and booking closes at 23:00 on Sunday 5th November.** *We strongly recommend accessing the booking system at the appropriate time to avoid disappointment.*

The face-to-face consultations will take place at Newquay Junior Academy, on either **Tuesday 7th November or Thursday 9th November**. Please arrive five to ten minutes before your appointment and go to your child’s classroom to meet the teacher.

If, as a family, you require an additional appointment, you can complete this electronic form to arrange a telephone appointment with your child’s class teacher.

[**https://forms.office.com/e/cNcQaKQjjw**](https://forms.office.com/e/cNcQaKQjjw)

Any additional telephone appointments will take place during the week of Monday 13th - Friday 17th November.

We look forward to seeing you then, if you need any further support, please contact the office.

Yours sincerely



Mr C Hayes

Executive Headteacher