****

**Edgcumbe Avenue, Newquay, Cornwall TR7 2NL**Tel: 01637 874543  
[secretary@newquayjunior.net](mailto:secretary@newquayjunior.net)  
[www.newquayjunior.net](http://www.newquayjunior.net)  
Executive Headteacher:

Mr Craig Hayes B.ED (Hons)

3rd March 2023

Dear Parents and Carers,

**Appointment booking for Parent & Carer/Teacher Consultations**

You will be able to choose **one** of the following options:

**Tuesday 28th March – face to face meetings from 3.15pm to 6pm**

**Or**

**Thursday 30th March - virtual meetings online from 3.15pm to 6pm**

We understand that for most parents and carers this will give you a choice of how you meet with your child’s class teacher. However, whilst we will endeavour to ensure that you are able to choose your preferred method of consultation, bookings will be based on a ‘first come; first served’ basis. Therefore, we strongly recommend accessing the booking system at the appropriate time to avoid disappointment.

**Appointments can be made from 6.00pm Thursday 9th March and booking will close at 23:00 on Thursday 16th March. We do advise booking promptly once the system opens on Thursday 9th March at 6.00pm.**

To make this booking, you will need to use the online system via SchoolCloud for whichever method of consultation you prefer, each appointment will last for ten minutes. You will then receive an email from SchoolCloud confirming your time slot.

*Please note: this email may go into your spam/junk items.**If you choose the* ***virtual*** *appointment, you will need to use the link on the confirmation email when it is time for you to access the meeting*.

Please visit <https://newquayjunioracademy.schoolcloud.co.uk/> to book your appointments.

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

If you do not have access to the internet or you prefer to speak to your child’s class teacher by telephone, please contact the academy office on 01637 874543 to arrange a telephone appointment.

This is an important meeting and provides you with an opportunity to discuss your child’s progress. Your child is also welcome to be present and we encourage them to do so.

We would like to remind you that there will be no after-hours activity clubs running on the last week of term. From Monday 27th March to Thursday 30th March there will be no after-hours activity clubs, however NINJAS paid for childcare will be bookable in advance. Please note spaces are limited.

**On Friday 31st March, all pupils will finish at 2.55pm. There will be no after-hours NINJAS childcare on this day.** We will confirm nearer the time if the Karate, Spanish and Bounce Dance external paid for clubs will be operating during the last week of term.

Yours sincerely



Mr C Hayes

Executive Headteacher