



Dear Parents,

I would like to invite you to attend a virtual Parents' Evening on either Monday 19<sup>th</sup> October, 3:30pm – 7pm or Wednesday 21<sup>st</sup> October, 3:30pm – 5:30pm. This is an important evening and provides you with an opportunity to talk to your child's class teacher about their progress so far.

Due to the current situation and restrictions within schools, we have set up a new, easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Monday 12<sup>th</sup> October and will close on Sunday 18<sup>th</sup> October at 6pm. Should you wish to make any changes after this date please contact the school office.

Please visit [www.covps.schoolcloud.co.uk](http://www.covps.schoolcloud.co.uk) to book your appointment. A short guide on how to add appointments is included with this letter.

If you have any trouble using the system, please contact the school office who will be happy to help.

Yours sincerely

Miss P Thomas  
Headteacher