

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



8<sup>th</sup> November 2023

Dear Parents and Carers

**RE: Primary Parents Evening – Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> December 2023, 3:40pm to 6:00pm**

We are holding a Parents Evening for **Reception to Year 6**, which will provide you with the opportunity to discuss your child's progress and areas for further development with their class teacher. Your attendance ensures we can work closely together which is paramount to your child's success.

Please book your preferred appointment time no later than **Monday 4<sup>th</sup> December 2023** by selecting the link below and following the instructions:

<https://stmatthew.schoolcloud.co.uk/>

Once the above web page has loaded, you will be asked to enter the parent code below and your child's date of birth.

**Pupil Name:**

**Parent Log in Code:**

When you have booked your appointment, you will receive an email confirmation with your appointment time this has an allocated time of **10 minutes** and cannot be extended. Parents should go directly to their child's classroom **5 minutes** before their appointment time to enable the evening to run smoothly.

The Academy will be open to parents from 3:40pm and the evening will run until 6:00pm. Your child is expected to accompany you in full school uniform. Please be aware that there is no parking available for parents on the Academy premises.

We look forward to seeing you at the event.

Yours faithfully

**Ms J Chick**

**Head of Primary**