



LANGSHOTT PRIMARY SCHOOL

Smallfield Road, Horley

Surrey, RH6 9AU

Telephone: 01293 776341

Email; info@langshott.surrey.sch.uk

Headteacher Mrs SL Mackintosh BEd(hons) NPQH

4th March 2024

Dear Parents & Carers,

Parent/Teacher Consultation Meetings – Monday 25th and Wednesday 27th March:

During the week beginning Monday 25th March, we will hold consultation meetings with the teachers. Monday 25th will be reserved for online meetings and Wednesday 27th will be face to face meetings at school, all booked via SchoolCloud. With 30 pupils in every class, we only have the capacity to offer each family one option, face to face OR online; it will not be possible to book both. Only one slot is allocated to each child.

You can book your appointment via the School Cloud platform from 6.30pm on 7th March 2024. Please log in to School Cloud to see the available sessions via the following link. <https://langshott.schoolcloud.co.uk> This is what the login page looks like.

To log in you will need to use the details we hold for you and your child on our system. For example, you will need to use full names and correct titles as per those you gave us when you filled in our admissions form E.g. Samantha or Sam or Ms / Miss /Mrs.

The sessions with teachers will be 9 minutes in length, 9 minutes to talk and 1 minute handover. Please log in in plenty of time for your online session and to sort out any technical issues you might have. Meetings at school will take place in the classrooms. Each teacher will have a timer to ensure all appointments keep to time. If you are late and miss your appointment we may be unable to reschedule it.

If you experience any difficulty with using School Cloud, please contact admin@langshott.surrey.sch.uk.

Yours sincerely,

Mrs S Mackintosh
Headteacher