College Town Primary School

Branksome Hill Road, Sandhurst, Berkshire, GU47 0QF
Tel: 01276 31933 email secretary@collegetownprimary.com
www.collegetownprimary.com Ofsted no:109828
Head Teacher Mrs Trudi Sammons MA

23rd September 2026

Dear Parents/Carers,

Nursery, Reception, years 1, 2, 3, 4 and 5 Parents' Evening - Online Appointment Booking

We would like to invite you to attend our Parents' Evening on Tuesday 20th and Thursday 22nd October. You will be able to book an appointment between 3.30pm – 7.20pm all appointments are for 10 minutes. Appointments can either be face to face in the classrooms or online. This is an important evening and provides you with an opportunity to discuss your child's progress.

The school has set up an 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 12pm on Thursday 24th September and will close on Friday 9th October at 12pm. Should you wish to make any changes after this date please contact the school office.

Please visit https://collegetown.schoolcloud.co.uk to book your appointments. A short guide on how to add appointments is included with this letter and also how to attend appointments over video call.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Regards

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