



College Town Primary School

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www.collegetownprimary.com Ofsted no:109828
Head Teacher Mrs Trudi Sammons MA

5th January 2026

Dear Parents/Carers,

We are writing to invite you to attend our upcoming **Year 6 Pupil Progress Meetings**. These meetings provide an important opportunity to discuss your child's progress, celebrate their achievements, and talk about next steps as they move through their final year of primary school in readiness for their transition to secondary. Face-to-face meetings will provide the opportunity to receive any additional support materials that will further support your child's learning.

We are **strongly encouraging all parents and carers to attend these meetings face to face in school**, as we feel this allows for the most effective and supportive discussions. Meeting in person also gives us the chance to share work, progress, and any additional information in more detail.

However, we understand that this may not be possible for everyone. If attending in person is not an option for you, we will offer an online meeting as an alternative. However, these are limited and will only run from 3.15 – 5.15. Please note that this option should only be selected if a face-to-face meeting is not possible.

The meetings will be held on Monday 26th and Wednesday 28th January, all appointments are for 20 minutes. Please book an appointment through the online booking system. This allows you to choose your own appointment time with the teacher and you will receive an email confirming your appointment.

Bookings can be made from 2pm on Tuesday 6th January and will close on Monday 12th January 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 appointment. A short guide on how to add appointment is included with this letter and also how to attend appointments over video call.

We value the partnership between home and school and look forward to speaking with you about your child's progress.

Yours sincerely,
College Town Primary School

