



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

30th January 2026

Dear Parents/Carers,

SEN - Parents Meeting

Mrs Faircloth would like to invite you to attend a SENCO Parents' Evening on Monday 9th or Thursday 12th February. Appointments can either be face to face or online, appointments are for 20 minutes. 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 time with Mrs Faircloth and you will receive an email confirming your appointments.

Appointments can be made from 12pm on Friday 30th January and will close on Friday 6th February 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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