



SANDWELL METROPOLITAN BOROUGH COUNCIL

## The Federation of Abbey Infant and Junior School

Dr. Richard Kentish - Executive Head Teacher - Mrs Jade Yale - Executive Deputy Head Teacher

office@abbey-inf.sandwell.sch.uk office@abbey-jun.sandwell.sch.uk

www.abbeyfederation.co.uk

Thursday 26<sup>th</sup> September 2024

Dear Parents / Carers

### Parents' Evening –Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> October 2024

I have great pleasure in inviting you to a 'Face to Face' Parents' / Carers' Evening for all classes.

This Parents' / Carers' Evening will give you an opportunity to talk to the class teacher and support staff who are working with your children. We are hoping for 100% attendance so that you will have all the information about the progress of your child.

You will be able to see their books and learning journeys. All books will be available before and after your appointment, to inform the discussions.

This is an excellent opportunity for school and home to strengthen our partnership, so that your child is able to make the very best of the opportunities we offer.

Please see the attached guidance on how to make an appointment. Appointments will be given on a 'First Come, First Served Basis'.

We look forward to speaking with you.

Yours sincerely

Ms S M Collins  
School Business Director  
Executive Head Teacher's PA

#### Abbey Infant School

Maurice Road, Smethwick, West Midlands, B67 5LR Tel: 0121 429 1689



Artsmark  
Gold Award  
Awarded by Arts  
Council England



#### Abbey Junior School

Barclay Road, Smethwick, West Midlands, B67 5LT Tel: 0121 429 2700



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### Online Appointment Booking Instructions:

This allows you to choose your own appointment times with teachers across both schools and you will receive an email confirming your appointments.

The system will open from **midnight** tomorrow – Friday 27<sup>th</sup> September 2024 enabling you make appointments. Should you wish to make any changes you can log back in and amend your appointment at any time until 12.00pm on Monday 14<sup>th</sup> October 2024.

Please visit <https://abbeyfederation.schoolcloud.co.uk/> to book your appointments or follow a hyperlink from our website's 'useful link' page

<https://www.abbeyfederation.co.uk/page/?title=Parents%27+Evening&pid=377>

Abbey Federation

### Parents' Evening System

Welcome to the Abbey Federation parents' evening booking system.  
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

#### Your Details

Title First Name Surname

Email Confirm Email

#### Student's Details

First Name Surname Date of Birth

Log In

**You must adhere to the exact personal details as given on your child's Data Collection Sheet to enable you to make a successful registration / login**

**Please be aware that an invitation will be sent to contacts 1 and 2 from your Data Collection Sheet, therefore if you have a Childminder as contact number 2, they will also receive an invitation for Parents Evening.**

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