

MILDMAY PRIMARY SCHOOL

Robin Way, Chelmsford, Essex CM2 8AU

Telephone: (01245) 250021
Email: admin@mildmayprimary.org
Website: www.mildmayprimary.org

Headteacher: Mr D Mulholland



14th September 2026

Dear Parents/Carers

Re: Parents' Consultation Evenings & 'Workshare' event – Autumn 2026

This term, Parent Consultation Evenings will be hosted on **Wednesday 30th September and Thursday 1st October 2026**. We will, once again, be offering a hybrid event combining an evening of face-to-face appointments and another via the remote meeting platform 'SchoolCloud' in order to suit the needs of as many families as possible. Teaching staff will be available for appointments between **3.30pm and 6.30pm** on two evenings during the week. The purpose of this early Autumn appointment is to allow parents and teachers to discuss how well a child has settled into the new class, year group and routines.

All face-to-face appointments will be on Wednesday 30th September.

All online/remote appointments will be on Thursday 1st October (**except for Mrs Nicholaou and Ms Coldwell, Puffin 2 - who will have appointments on Tuesday 29th September due to working patterns**)

Appointment booking will be via the 'SchoolCloud' platform and this will open at **6.00pm on Tuesday 22nd September** and will close at **10.00am on Monday 28th September**. Parents who have already had (or are booked to have) a SEND 'One Planning' meeting during this term do not need to book an appointment via this system; one planning will include a full parent consultation opportunity to discuss your child's progress.

If your child accesses the Resource Base, please book an appointment with their class teacher as outlined in this letter. A Teacher of the Deaf will also attend to discuss your child's progress.

Please click <https://mildmayprimary.schoolcloud.co.uk> to book your appointment. Remember the appointment system will not open until 6pm on the 22nd September. Along with your own contact details, you will need to input your child's full name and date of birth to log in/register.



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For online appointments, you are able to invite one other parent/guardian to join remotely from a different location. You will also need to ensure that you save the confirmation email as this will contain the link you will need to log into the meeting at your allocated time.

All appointments (face-to face or remote) will be **8 minutes** long. Please try to arrange a follow-up phone call with the class teacher during your appointment if you feel you need a longer conversation.

We would like to also offer parents access to see their child's Autumn work in their classroom but recognise that this might be a bit too soon. Therefore, we will also be hosting a **'Workshare'** event on **Tuesday 1st December from 3.20pm to 4.00pm** in your child's classroom – please be advised that teachers will be on hand to assist, but this is not an additional opportunity for a 1:1 appointment.

Kind Regards

Dominic Mulholland
Headteacher