



**Headteacher:** Mr M Currie  
**Deputy Headteacher:** Mr L Clarke  
**Telephone:** 01622 752161  
**E-mail:** sbps\_office@swale.at

**Website:** [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)  
**Twitter:** @sbpsmaidstone  
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A Learning Ladder for Life

4th November 2024

Dear Parents and Carers,

**Mark your calendars!** Parent consultations for Nursery to Year 6 are happening soon, and we want to make sure you have all the important details.

### Dates and Times:

- Tuesday 19th November 3:30pm - 7:00pm
- Thursday 21st November 3:30pm - 6:00pm

### Location:

- All consultations will be held in your child's classroom.
- Please enter through the school office, where someone will guide you to the right room.

### Planning Your Visit:

- To help you find your child's classroom, a map is available on page 2 of this letter.
- Please be punctual, as late arrivals may not be accommodated due to scheduling.
- Each consultation is 10 minutes long. Feel free to arrive early to browse your child's work.

### Additional Needs Support:

- Mrs. Fulcher (SENCO) is available to discuss your child's additional needs.
- If you'd like Mrs. Fulcher to join your meeting, please indicate this when booking your appointment.

### Booking Your Appointment:

- Appointments must be booked online through the School Cloud system.
- <https://southboroughpri.schoolcloud.co.uk/> (click [here](#) to book your appointment)
- A step-by-step guide to accessing School Cloud is available here: [\[Link to guide\]](#)
- **Booking opens at 10:00am on 5th November at 10am and closes on 14th November at 10am.**
- Confirmations will be sent via email. Check your junk or spam folder if you don't see it.
- Phone bookings are available after online booking opens, but online booking is faster and easier.

**We encourage you to book your appointment as soon as possible.**

We look forward to meeting you and discussing your child's progress!

Yours sincerely,

Mr L Clarke  
Deputy Headteacher

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL



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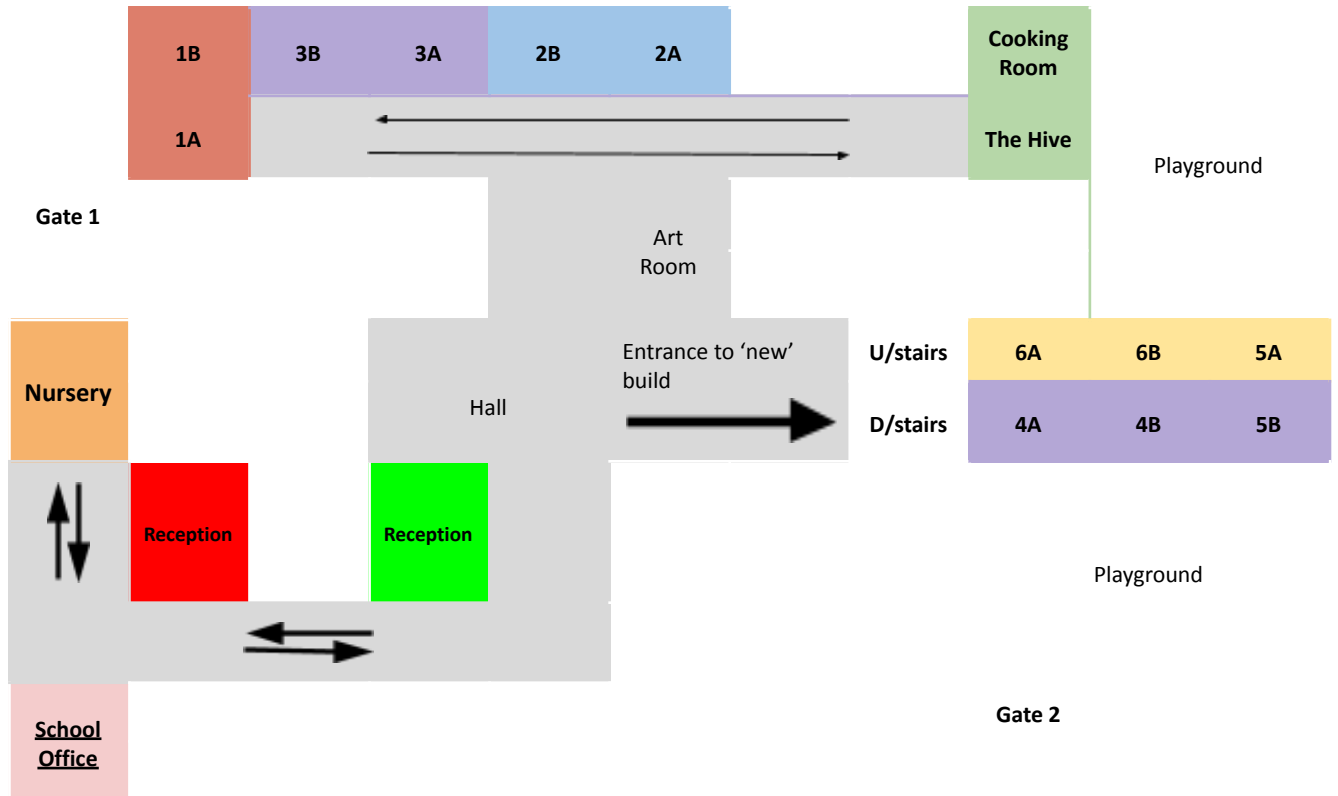
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## Map of Classrooms



Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

A member of Swale Academies Trust

Registered Office: Ashdown House, Johnson Road, Sittingbourne, Kent, ME10 1JS



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