

3rd October 2023

Dear Parents/Carers,

Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evenings on 17th and 19th October 2023.

You will be able to book your appointments via Arbor. You will find the 'Guardian Consultations' section at the bottom of your child's profile page and also on your dashboard. You will need to click on your child and then select a time from the drop down menu. Once you have selected your appointment time, you will receive an email confirmation.

Appointments can be made from 6pm on Monday 9th October and will close on Thursday 12th October at 11.30pm. Please note, sessions will be spread over the two evenings-on Tuesday 17th October 4.00pm-7.00pm and Thursday 19th October 4.00pm-7.00pm.

To ensure that all appointments keep to agreed times, consultations will be held in the KS1 and KS2 halls where a bell will ring at ten minute intervals to signal the start and end of sessions. Pupil Advocates will act as bell-ringers and guides. In cases where a longer discussion is required, a follow up appointment can be arranged. It is essential that you arrive in the hall in good time for your agreed appointment. If you have more than one child at the school, please ensure you leave at least a 10 minute gap between sibling appointments to allow you to move between appointments and ensure all parents get their full allocated time.

Access to the school will be via the main entrance, where our Pupil Advocates will greet you and direct or show you to the halls. KS1 parents should then proceed to the main door of the infant building and KS2 parents will be able to enter the junior building via the library link door. You will also be able to visit the classrooms before or after appointments in order to view your child's work. Their books will be set out in their respective classrooms.

Parents/Carers of children with Special Educational Needs will be contacted by the class teacher to arrange a longer slot, to allow time to review IEP targets and to set new ones. IPMs will be reviewed within your ten minute slot.

If you do not have access to the internet or have any problem making an online booking, please contact the school office.

Yours sincerely

Mrs S Breslin

School Principal

Principal: Shereen Breslin | CEO: Vicky Parsey

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