

**Headteacher:** Miss Ferrara

7<sup>th</sup> February 2024

Dear Parents/Carers

### **PARENT/TEACHER MEETINGS**

Our Parent/Teacher Meetings will take place this term in the school hall on  
**Thursday 14<sup>th</sup> March between 1.10pm-7.00pm**

This is an opportunity for you to see your children's teachers and find out how they are progressing, and also to have a look at their work.

### **This year we have changed the way you book your appointments.**

Parent/Carers are now able to book their own appointments using **Arbor**. We will no longer be using letters and reply slips to do this. In order to book your appointment with your child/ren's teacher, you will need to log into Arbor. Please make sure you are able to log into Arbor before the appointments are released.

### **How to book an appointment:**

1. Log into Arbor.
2. On the home page you will see **Guardian Consultations**. Click on the link underneath it titled **Parent/Teacher Consultation Meetings (14 Mar 2024, 13:10 – 14 March 2024, 19:00)**. This takes you to a new page.
3. Scroll down until you see **Meetings**
4. Under Meetings, your child/ren's names will be listed. Click on the child's name and book an appointment with their teacher. If your child has siblings in school, you will be able to book all appointments here.

Appointments will be released for booking on **Monday 19<sup>th</sup> February 2024 at 6pm**. Appointments will not be available to book before this time.

**Please ensure you are prompt in booking your appointment in order to ensure sibling appointments are close together and to secure you preferred time as popular time slots may go quickly.**

If you wish the school office to help you in booking your appointment, please ring school or visit the office where the staff will be happy to help.

Please be aware that your appointment will last **10 minutes** maximum to enable all parents to have an opportunity to meet with their child's teacher.

Our Parent/Teacher meetings will take place in the school hall where you will be able to look at a selection of your child's books followed by an appointment with their teacher. Please arrive in enough time to look at their books before your appointment.

You are very welcome to bring your child/ren with you however please note that they are your responsibility and you must keep them with you at all times, manage their behaviour and not let them wander around school. You are welcome to take your child/ren home with you after the meeting.

Please enter school by the main entrance. We very much look forward to seeing you during the session of your choice.

Kind regards,

Miss Ferrara  
Headteacher