



St Patrick's
Catholic Voluntary Academy

ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.

Coronation Avenue, Wilford, Nottingham NG11 7AB

☎ 0115 9152961

Email: admin@st-patricks.nottingham.sch.uk

Website: www.st-patricks.nottingham.sch.uk



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Headteacher: Miss Ferrara

20th September 2024

Dear Parents/Carers

PARENT/TEACHER MEETINGS

Our Parent/Teacher Meetings will take place this term in the school hall on
Wednesday 9th October between 1.10pm-7.00pm

This is an opportunity for you to speak to your children's teachers about how your child/ren are progressing and view a selection of their work.

Appointments need to be booked via Arbor

Parent/Carers are now able to **book their own appointments using Arbor**. We are no longer 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 (9 Oct 2024, 13:10 – 9 Oct 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 23rd September 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 your 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 there.

Kind regards,

Miss Ferrara
Headteacher