



St Patrick's
Catholic Voluntary Academy

ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.

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**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Headteacher: Miss Ferrara

13th February 2025

Dear Parents/Carers

PARENT/TEACHER MEETINGS

Our Parent/Teacher Meetings will take place this term in the school hall on

Thursday 27th March 2025 between 1.10pm-7.00pm

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

You will need to book your appointment via Arbor.

Appointments will be released on Monday 3rd March at 6pm.

Please note: You will not be able to book your appointments before this time.

Parents/carers need 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.

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

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 (27 Mar 2025, 13:10 – 27 Mar 2025, 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.

If you wish the school office to help you book 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