



Federation Headteacher: Mr M Elcock  
Federation Deputy Headteacher: Mrs E Bourner



Monday 25<sup>th</sup> November 2024

### Autumn Term Parents Consultation Meetings

Dear Parents/Carers,

Autumn Term Parent Consultation Meetings will be taking place across all schools within the federation on the following dates:

- **Tuesday 3rd December 2024**, from 3:30pm to 5:00pm
- **Thursday 5th December 2024**, from 3:30pm to 6:00pm

These meetings provide a valuable opportunity to discuss your child's progress, achievements and areas for development with their class teacher.

To book an appointment, you will need to use the Arbor app. Please follow the steps below to secure your slot:

1. *On the main page of the app, if the booking window has opened, select Guardian Consultations.*
2. *Alternatively, use the menu at the bottom left of your screen. Select Parents Evening from the menu.*
3. *This will take you to the Parents Evening page, where you can view the available meeting dates and the window for booking slots.*
4. *To book a meeting, select the available meeting at the bottom of the screen.*
5. *On the booking screen, you can add a note, choose a time slot, and click the Book Time Slot button.*
6. *You will be asked to confirm your choice, and an email will be sent to you to confirm the booking.*

Please note that appointments are allocated on a first-come, first-served basis so we encourage you to book early to secure your preferred time. **The booking system will go live on Arbor today (Monday 25th November) at 6.00pm.**

If you are unable to attend on either of these dates or experience any issues with the booking process, please contact the school office or speak directly to your child's class teacher.

We look forward to welcoming you to these meetings and working together to support your child's learning and development.

Kind regards,

Mr M Elcock  
Federation Headteacher