

Monday 2nd October 2023

Dear Parent/ Carers,

Autumn Term Parents Consultation Meetings for Year 5- 16th November 2023

Due to parental requests to postpone Year 5's consultation until Mrs Saunders settles in and gets to know the children, I would like to invite you to attend our Parents' Consultation meeting on **Thursday 16th November 2023** between **1.00pm – 6.00pm**, these meetings will be **face-to-face in the Meadow room (downstairs)**.

Please note that on the day of the consultations (16.11.23), the children will have their normal school day (8.45am -3.15pm) with a supply teacher who will take the class while Mrs Saunders carries on with parent's consultation meetings.

We will be using **Arbor**, as the booking system. This system allows you to choose your own appointment times and receive confirmation emails.

Appointments can be made online from **Monday 6th November 2023 at 5pm** and will close on **Tuesday 14th November 2023 at 5pm**. As always there will be one appointment slot given per child which will last no longer than 10 minutes. It is important that we stick to this allocated time so the meetings do not overrun; if you wish to discuss further, you can arrange another meeting with your child's class teacher.

Please visit [here](#) as soon as possible to ensure you can login and are ready for the booking open date.

This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold:

- *Parent/Carer's Email Address*
- *Child's DOB*

Take particular care when entering your details, especially with the **date of birth** and **email address**. If the login cannot be validated because any of these details are incorrect, please let the office know so that we can amend your records as soon as possible.

ADDITIONAL NOTE Re: Whole school consultations for years: Reception, Year 1,3,4 and 6 on Thursday 12th October

Please note that on the day of whole school consultations -Thursday 12th October, you will need to pick up your children at 1.15pm as the rest of the school will have their parent's consultation and the school will be closing at 1pm to accommodate those meetings.

We will be running an earlier lunchtime for the children. The children need to be picked up from school at 1.15pm so that the consultations with the class teachers can start at promptly at 1:30pm. Please note that we will not be running After School Care on that day.

Yours sincerely

Justyna Powrie



Headteacher