


**Autumn term 2022: Parents' Consultation Face to Face at school**  
**(half-day/early pick up for the children)**

Dear parents/carers,

I would like to invite you to attend our Parents' Consultation meeting on **Thursday 13<sup>th</sup> October** between **1.15pm-6.15pm**, these meetings will be held **on site; face to face in your child's classroom**.

Please note that on this day 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.

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

Appointments can be made online from **Monday 3<sup>rd</sup> October 2022 at 6pm** and will close on **Tuesday 11<sup>th</sup> October at 9am**. 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 have a further discussion with the teacher, you can arrange another meeting at the convenient time for both.

Please visit the Arbor site as soon as possible to ensure you can login and are ready for the booking open date.

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.

If you have not logged in to the 'Parent  **Arbor App**' yet, please contact the office staff for help.

Yours sincerely,

Justyna Powrie  
Headteacher

<https://www.chatedit.org.uk/file/6335d2c88ab27>