

**At Enfield Heights Academy, we are KIND, RESPECTFUL, RESILIENT and BRAVE.
We are the Force for Positive Change.**

21st February 2024

Dear Parents and Carers,

Spring Term 2024: Reception – Year 6 Parents' Consultation Meetings
(Apart from Year 2-a separate letter to follow)

I would like to invite you to attend our Parents' Consultation meeting on **Thursday 7th March 2024** between **1.15pm – 6.15pm**, these meetings will be **face-to-face**.

Due to the necessity to hold these meetings we will be closing the school at 1pm to accommodate the meetings effectively. **This means that school will be closed for all children in Reception to year 6 from 1pm on Thursday 7th March 2024.**

- Year 2 children will also need to be collected and will remain in class learning on Friday 8th March when the Year 2 parent's consultations will take place.

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 26th February 2024 at 5pm** and will close on **Tuesday 5th March 2024 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 <https://enfield-heights-academy.uk.arbor.sc> 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*

Please note that we will not be running After School Care or After School clubs on that day.

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.

Yours sincerely,



Headteacher