

Monday 2nd October 2023

Dear Parent/ Carers,

Autumn Term Parents Consultation Meetings -12th October 2023

I would like to invite you to attend our Parents' Consultation meeting on **Thursday 12th October 2023** between **1.30pm – 6.30pm**, these meetings will be **face-to-face in your child's classroom**.

Due to the necessity to hold these meetings we **will be closing the school at 1.15pm**.

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 **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 **Tuesday 3rd October 2023 at 5pm** and will close on **Tuesday 10th October 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.

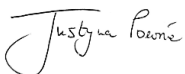
This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold:

- *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.

Yours sincerely

Justyna Powrie



Headteacher