Executive Headteacher: Mrs S Munro B.Ed, NPQH, NPQEL
Head of School: Mrs K Lee BA Hon, NPQH
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Our Ref: KL/SP

17th October 2022

Dear Parent/Carer

PARENT CONSULTATIONS

As we approach the end of the first autumn half term, we have arranged for Parent Consultations to be held on Monday 7th November and Wednesday 9th November 2022.

All classes <u>except</u> Haughmond and Ragleth will be held on both of these days.

Haughmond and Ragleth will be held on **Wednesday 9th November and Monday 14th November**

This is an opportunity to discuss your child's progress with their class teacher and have a look at samples of their work.

This will be arranged as one consecutive (ten-minute) appointment per child via Arbor. If you wish to attend, slots will be allocated and booked via the Arbor booking system. Appointments will be going live on Arbor at 7.00pm Tuesday 18th October, you can book by;

- Logging into Arbor
- Under Guardian consultation click 'parents evening'
  (**please be advised there is one booking per child)**
- Click 'meeting for (child's name)'
- Select time slot
- Click 'book time slot'

Prompt time-keeping of the ten-minute slots will be required to enable a continuous flow for teachers to speak to all parents with a scheduled slot.

We look forward to welcoming you into school to meet our team and to share your child's achievements.

If you have any queries, please don't hesitate to contact the office.

Yours faithfully

Mrs K Lee

Mrs Lee
Head of School