



23rd February 2026

Subject: Booking Your Parent/Carer Consultation – 23rd – 26th March

Dear Parent/Carer,

We are pleased to invite you to our parent/carers consultation week for this term, taking place from **Monday 23rd March to Thursday 26th March.**

More Flexibility for Families

To provide more choice for our families, we are offering increased flexibility this year. Rather than our usual two evenings, we have opened up a variety of **morning and evening slots** throughout the week. We hope this additional availability makes it easier for you to find a time that suits your work and home commitments.

How to Book via Arbor

We will continue to use the **Arbor App/Portal** for all bookings. The system will officially open for bookings at **7:00 pm on Wednesday 25th February.**

- **Booking:** Log into your Arbor account and click the consultation link to select your preferred slot.
- **Siblings:** If you are booking for multiple children, **please leave a gap between your appointments** rather than booking them back-to-back. This ensures you have enough time to move between different classrooms.
- **Telephone Requests:** While meetings are held in person, we can accommodate phone calls if preferred. Please click the green **"Add note"** button during booking and write **"Telephone call requested."**

Appointment Duration

Please note that appointments are **10 minutes** long to ensure all parents have the opportunity to meet with their child's teacher. If you feel you require a more in-depth discussion, please use this session for an initial update; we can then schedule a follow-up meeting for you **after the Easter break.**

Important Reminders

- **Confirmations:** Please note that the system does **not** send an email confirmation. You can view and manage your confirmed time at any time directly within the Arbor app.
- **Assistance:** If you have any trouble accessing the app or need help with your booking, please contact the school office, and we will be happy to assist.
- In classes where there is more than one teacher because of job shares, we are unable to let parents request which teacher they talk to. The teachers work together and discuss the children at length so the messages will be the same.

Best wishes,

Jo Sawyer
Headteacher

