

Head Teacher

Miss Emma Churchman

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Dear Parents,

Parents Evening

We will be offering face to face appointments with your child's class teacher on the following dates:

Tuesday 15 October	Thursday 17 October
3.30pm to 5.30pm	3.30pm to 5.30pm

Appointments can be made by logging into Arbor and following these instructions:

Go to the **Guardian Consultations** tab > pick the date > **Tuesday 15 October 15.30 – 17.30** or **Thursday 17 October 15.30 - 17.30** > select '**Meeting for (your child's name)**' > your child's current form group > click on Time Slot: **Not booked** (in red) > pick your **10 minute** slot > and tick which parent(s) will be attending.

Your appointment will be for 10 minutes. We will need to keep to these timings to ensure everyone gets an appointment. Children's work will also be available to view before or after your appointment slot.

We look forward to welcoming you to school.

Warm wishes

Miss E Churchman