

Head Teacher

Miss Emma Churchman

Telephone: 01473 624409
office@martleshamacademy.org
www.martleshamacademy.org

14 March 2025

Dear Parents,

Parents Evening

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

Tuesday 25 March All Classes	Thursday 27 March Holly Blues, Chalk Hill Blues and Royal Blues Only
3.30pm to 5.30pm	3.30pm to 5.30pm

Appointments can be made by logging into Arbor from 8.00am on Tuesday 18 March. Please follow these instructions:

Go to the **Guardian Consultations** tab > pick the date > **Tuesday 25 March 15.30 - 17.30** or **Thursday 27 March 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. Please ensure you select the collect year, ie. 2025.

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