

6 February 2024

Dear Parent/Carer

Face to Face Parents' Evening, Year 10 Thursday 22 February 2024, 4.30pm – 7.30pm
Online Appointment Booking - in school meetings via the Arbor App

To streamline communications, improve the booking process for parents' evenings, and to reduce the number of applications and logins, we have introduced a new facility for parents to make appointments via the Arbor App. This means that we will no longer be using 'School Cloud' as we did in previous parents' evenings.

To take advantage of this new feature, it is essential that you download the Arbor Parent App. If you have not already done so, please follow the link for a comprehensive guide on how to access the parent portal and download the app: [GUIDE TO PARENT PORTAL AND PARENT APP](#)

I would like to invite you to attend our Parents' Evening on **Thursday 22 February 2024**. This is an important evening and provides you with an opportunity to discuss your child's progress following their Progress Summary Report for Year 10 which they and you will receive during the week commencing 19 February 2024.

Please log on to your **Parent Portal App** or on the **Parent Portal** and select **Guardian Consultations**. This allows you to choose your own appointment times with teachers (follow the link [HOW TO BOOK PARENT CONSULTATIONS](#) (For guidance select App or Portal)). You will receive an email confirming your appointments, once you have scheduled them. ***In order to ensure that appointments do not run over and to limit waiting around it is important that you factor in travelling time between your appointments.***

Appointments can be made from Wednesday 7 February 2024, at 6.00pm and will close on Wednesday 21 February 2024 at 6.00pm. If you wish to make any changes after this date, please contact the academy office.

Some parents have been invited to a meeting with Mrs Marsh, SENCo. If you have been invited to one of these meetings, please also make a booking. *(Please note that due to the high volume of appointments for our SENCo you may have to be booked on to a waiting list, which we will monitor. Should this happen, we will contact you with an alternative date.)*

To provide all parents with an opportunity to speak to teachers, the meetings will be for a maximum of 5 minutes with each class teacher.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Thank you for your anticipated support, and we welcome any feedback, and a survey will be available at the event. We look forward to seeing you at the Academy on Thursday 22 February 2024.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Barlow'.

Mr S Barlow
Principal

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