

30 April 2025

Dear Parent/Carer

**Face to Face Parents' Evening, Year 8 to be held on Thursday 8 May 2025, 4.30pm – 7.30pm
Online Appointment Bookings - in school meetings made via the Arbor App**

This is an important evening and provides you with an opportunity to discuss your child's progress, following their most recent Progress Summary Report for Year 8.

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](#)

Please log on to your **Parent Portal App** or on the **Parent Portal** and select **Guardian Consultations**.

You will be able to choose your own appointment times with teachers (from the drop-down list - select the appointment time, 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 30 April 2025, at 6.00pm and will close on Wednesday 7 May 2025 at 6.00pm. If you wish to make any changes after this date, please contact the academy office.

Some parents/carers have been invited to a meeting with Mrs Sheppard, SENDCo. If you have been invited to one of these meetings, please also make a booking.

Unfortunately, Mrs Hyland-Smith's (Food Technology) and Mrs Hurst (Spanish) timetable is currently being covered by a supply member of staff, and they are unable to attend Parents' Evening, and we ask parents who would like feedback from these subjects to leave their name on the list that will be available at the event.

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.

Please note in order to provide all parents with an opportunity to speak to teachers, as some teachers have multiple groups, parents should only make appointments where there are concerns.

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

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Please note students should accompany their parents/carers to the evening and should attend in **full school uniform.**

Thank you for your anticipated support, and we welcome any feedback, as such a survey will be available at the event.

We look forward to seeing you at the Academy on **Thursday 8 May 2025.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Barlow', with a stylized flourish at the end.

Mr S Barlow
Principal