

ST BOTOLPH'S CHURCH OF ENGLAND PRIMARY SCHOOL

10th September 2024

Dear Parents/Carers

Parent Consultations

Parent consultations will take place on the following dates:

- Monday 14th October 2024 - 3.30 – 6.00pm
- Wednesday 16th October 2024 - 3.30 – 7.00pm

Please book your appointments via Arbor. If you have not yet accessed your child/ren's Arbor account, please visit [Login to Arbor](#), click on 'Forgotten Password?' and follow the instructions on the screen. Your username is your email address.

Appointments are for a maximum of ten minutes and teachers have been asked to keep to this: if you need time to discuss matters further, please make an appointment to see your child's teacher at a mutually convenient time. Your child should attend the meeting with you: it is their education and targets that we will be discussing. Pre-school children should not be brought into school if possible, but if they have to come, they must stay with you at all times.

EYFS and Year 1, 2 and 3 consultations will take place in the hall and Year 4, 5 and 6 consultations will take place in the Studio. Each teacher will have a list of their parents and you will be asked to sign in. All parents will need to enter the school via the main pedestrian gate in Dover Road and parking ***will not*** be permitted within the school grounds for reasons of safety. ***Please ensure that mobile phones are switched off whilst you are in any of the school buildings.***

Kind regards

Mrs A Martin
Acting Head Teacher