

4th October 2024

Dear Parents/Carers,

I am pleased to advise you that this year's Parents evening appointments will be held in person at school, please see below dates/times for each class -

These will take place on Monday 21st October and Tuesday 22nd October, both dates 3.30pm to 6pm - please note the last available time slot will be 5.50pm.

To book your allocated 10-minute appointment with your child's class teacher please book through our system Arbor under Guardian consultations, the booking system will open on Friday 4th October at 3.30pm.

At the end of the allocated time the appointment will end to ensure that all parents are seen at their given time. Therefore, it is vital that you arrive on time as the teachers will be working to a strict timetable. Please note that we do not have spare staff to supervise children and would therefore be grateful if you could make alternative child care arrangements.

If you do not have an Arbor login please go to –

<https://west-vale-primary.uk.arbor.sc/?/home-ui/index>

And clicking on '**First time logging in**' or '**Forgotten Password?**' and follow the instructions on screen.

Your username is the email address we hold on system for you.

Thank you for your co-operation.

Yours sincerely

Mrs Akroyd

