

19<sup>th</sup> September 2023

Dear Parent/ Carers,

**Autumn Term 2023: 2E Parent Consultation Meetings**

From Monday 3<sup>rd</sup> October, Mrs Goulbourne will be away from school for a few weeks due to personal reasons. She will return after the half-term and we have secured a supply teacher to cover 2E in her absence who will be supported by Mr Poulton to ensure a smooth transition for the children.

As Mrs Goulbourne will be away for the scheduled parent consultation meetings, I would like to invite you to attend on **Thursday 28<sup>th</sup> September 2023** between **1.00pm – 6.15pm**, these meetings will be **face-to-face**.

We will be using **Arbor**, as the booking system. This system allows you to choose your own appointment times and receive confirmation emails.

Appointments can be made online from **Monday 18<sup>th</sup> September at 5pm** and will close on **Tuesday 26<sup>th</sup> October at 5pm**. As always there will be one appointment slot given per child, each appointment will last no longer than 10 minutes. It is important that we stick to this allocated time so the meetings do not overrun; if you wish to discuss further, you can arrange another meeting with your child's class teacher.

Please visit <https://woodpecker-hall-primary.uk.arbor.sc/?/home-ui/index> as soon as possible to ensure you can login and are ready for the booking open date.

This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold:

- *Parent/Carer's Email Address*
- *Child's DOB*

Take particular care when entering your details, especially with the **date of birth** and **email address**. If the login cannot be validated because any of these details are incorrect, please let the office know so that we can amend your records as soon as possible.

Yours sincerely

*Amy Donovan*

**Deputy Headteacher**  
**Woodpecker Hall Academy**