

Monday 2nd October 2022

Dear Parent/ Carers,

Autumn Term 2023: Reception – Year 6 Parents' Consultation Meetings

I would like to invite you to attend our Parents' Consultation meeting on **Thursday 12th October 2023** between **1.30pm – 6.30pm**, these meetings will be **face-to-face**.

Due to the necessity to hold these meetings we will be closing the school at 1.15pm to accommodate the meetings effectively. **This means that school will be closed for children in Reception to year 6 from 1.15pm on Thursday 12th October 2023.**

- Nursery will still be open for their allocated hours.

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 2nd October at 5pm** and will close on **Tuesday 10th October at 5pm**. As always there will be one appointment slot given per child which 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



Nicky Ross
Headteacher Woodpecker Hall Academy
NSCT Leader of Primary of Education