



The Manor Church of England VC Primary School

Aspire, Believe, Achieve

Shine like stars in the sky

Philippians 2:15



Executive Headteacher: Mrs Amanda Flanagan

Head of School: Mr John Israel

Friday 8th March 2024

Upcoming Parent/Carer Consultation Evenings

Dear Parents/Carers

Parent/Carer Consultation evenings will be held on **Monday 25th March** and **Tuesday 26th March** this term. As always, this is an opportunity to discuss your child's progress with their class teacher and share any questions you might have about their learning. We really cannot wait to share with you their many successes so far this term!

We are holding our parent consultations this term face-to face, in school. There will be an opportunity to look through your child's learning in their books and then speak with your class teacher.

In order to book an appointment time, we will be using the Arbor booking system once again.

We will set up the booking system so that you are able to book your chosen date/time slot from the 11th March at 4pm. You will not be able to book your appointment time until this date. However, we do recommend that you double check you can login and access your Arbor account before that time. If you encounter any difficulty with this, please do speak to the office team.

Please note, if you are not able to make your chosen time, it is unlikely that teachers will be able to meet with you at a different time on those days, as they will be meeting with other families.



The Manor Church of England VC Primary School

Aspire, Believe, Achieve

Shine like stars in the sky

Philippians 2:15



Executive Headteacher: Mrs Amanda Flanagan

Head of School: Mr John Israel

To ensure this booking process runs as smoothly as possible, we ask that you follow the guidance below.

- If you make an appointment but then need to cancel, please log back into Arbor and then amend your booking.
- If you have children in multiple year groups, or siblings in the same class, you make separate bookings for each child. Only available appointment times will be displayed i.e. if 3.40-3.50 does not appear on the list, the time shown has been booked by another family.
- Bookings will be made on a first come, first served basis.

Mrs Gray, our inclusion lead, is also offering consultation meetings for any parents/carers who wish to discuss their child's progress. If your child has a Special Educational need or you have any questions regarding SEND, please book an appointment time by contacting Mrs Gray directly at manorsenco@gmail.org.uk

You can find some additional guidance from Arbor regarding the booking system at the link below. If you encounter any issues after you have read the guide below, please pop into the main office and they will do their best to help.

<https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Arbor-App>

We look forward to meeting you all.

Yours sincerely,

Team Manor