

9th March 2023

Dear Parents and Carers,

I am pleased to advise you that this year's Parents evening appointments for Reception class will be held in person at school and these will take place -
Wednesday 22nd March between 3.15pm to 4.15pm
Wednesday 29th March between 3.15pm to 4.15pm

To book your allocated 10-minute appointment with your child's class teacher please book through our system Arbor under guardian consultations.

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
Miss L Horsfall
Principal