

17th October 2023

Dear Parents and Carers,

I am pleased to advise you that this year's Parents evening appointments will be held in person at school and these will take place on Tuesday 7th November from 3.30pm – 6pm and Wednesday 8th November from 3.30pm – 6pm.

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

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 Horsfall, Mrs Akroyd, Miss Vincent
Senior Leadership Team