

Dear Parents and Carers,

On Tuesday 23<sup>rd</sup> November, we will be holding our first of two parents' evenings for our primary phase. This will start at 15:30 and run until 19:00. All appointments can be booked through the Arbor Parent Portal. If you need assistance with getting this set up, or are unable to access it at home, please contact your child's class teacher to arrange the appointment.

Prior to the event, you will receive a report for your child that is based on the progress they have made since the start of the year. A separate letter will be shared with you next week explaining all elements of the report.

All meetings will be held in classrooms. We will continue to follow our COVID protocols to ensure that we can maintain your safety and allow you to see first hand the work that your child has created.

Due to the number of children in each class, these meetings will be limited to 8 minutes per child and we will need to ensure that they do not exceed this. Please do not be offended if your child's teacher ends the meeting promptly. If you would like to have a longer discussion with your child's teacher, please do book another meeting with them, at a time convenient to you both.

Bookings will go live on Thursday 11<sup>th</sup> November at 09:00 and will close on Monday 22<sup>nd</sup> at noon.

Many thanks, as always, for your ongoing support.

Best wishes