



Barrowby Church of England Primary School

November 2025

Dear Parent/Carer

Rescheduled Parent/Teacher Consultations Online Appointment Booking - Year 4 Mrs Ward

I would like to invite you to attend one of our re-scheduled 'face to face' Parent/Teacher Consultations with Mrs Ward on either Monday 1st December 2025 or Wednesday 3rd December 2025 between 3.40pm and 5.20pm.

Our parent/teacher consultations provide a valuable opportunity to discuss your child's progress as well as to exchange information. We wish to maintain close links between school and home and therefore hope that you will be able to attend.

To book your appointment -

- Open your Arbor App & Sign In
- From the Main Menu - Select Parent-Teacher Consultation 2025 under the heading 'Guardian Consultations'
- Then from the heading 'Meetings' - **Select your child's teacher**
- Select your preferred time slot
- Press book time slot and select confirm

You will then receive an email confirming your appointment. You will also be able to view the appointment in your child's calendar as well.

This facility enables you to book one 10 minute consultation per child. If booking for more than one child we ask that you leave time in between them.

Once your appointment is booked our school administrative team will use the functions of Arbor to track parental uptake.

Booking for appointments will open tomorrow, **Wednesday 19th November at 4.00pm** and bookings will close on **Friday 28th November 2025 at 4.00pm**.

Thank you for your understanding and support at this time.

We look forward to sharing with you updates regarding your child/ren.

Yours sincerely,

Mr L Batey
Head teacher

