

**Acting Headteacher:** Mrs M. Grealis

**Acting Deputy Headteacher:** Mr K. Ankers



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Tuesday 26<sup>th</sup> February 2024

Dear Parent/Carer,

### **Parents' Evening: Wednesday 13<sup>th</sup> March & Thursday 14<sup>th</sup> March**

I would like to invite you to attend our Parents' Evening on Wednesday 13<sup>th</sup> March & Thursday 14<sup>th</sup> March.

Parents' Evening meetings will be face to face. Appointments for both days can be made using the **Arbor Parent Portal**. This allows you to choose your own appointment time with teachers. Should you be unable to attend a face to face appointment on these dates please email your child's class teacher to arrange a telephone appointment or future face to face appointment.

Appointments can be made from today Tuesday 27<sup>th</sup> February and will close at 2pm Tuesday 12<sup>th</sup> March. Should you wish to make any changes after this date please contact the school office.

Please visit <https://sacred-heart-catholic-primary-school.uk.arbor.sc/> to book your appointment/s. For a short guide on how to add appointments please click on the following link <https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Arbor-App>

The appointments will be held in either the infant or Junior Hall both of which can be accessed via the main school office entrance. Please note appointment slots are for 10 minutes only and should you need additional time please ask your child's class teacher to contact you to arrange a further face to face or telephone appointment.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Mrs M. Grealis  
Acting Headteacher

