

Headteacher: Mrs M. Jackson

Deputy Headteacher: Mrs M. Grealis



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Wednesday 18th October 2023

Dear Parent/Carer,

**Parents Evening Tuesday 14th November, Wednesday 15th November
& Thursday 16th November**

I would like to invite you to attend our Parents' Evening on Tuesday 14th November, Wednesday 15th November and Thursday 16th November.

Parents' Evening meetings will be face to face on Tuesday 14th November, Wednesday 15th November and Thursday 16th November. Appointments can be made using the **Arbor Parent Portal**. This allows you to choose your own appointment time with your child's class teacher. 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 Wednesday 18th October and will close at 4pm Monday 13th November. 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. Jackson
Headteacher

