



Lavant

C.E. Primary School

Headteacher: Mr Adrian King B.A Hons (QTS) NPQH

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10th October 2024

Dear Parents and Guardians

BOOKING SYSTEM FOR PARENT CONSULTATIONS

Parent consultation evenings this term will be on Wednesday 23rd October and Thursday 24th October from 3.30pm - 6.10pm. This will be an opportunity for you to meet your child's teacher to discuss how your child has settled in to the new academic year and how they are getting on with their learning.

Each consultation will last up to 10 minutes. Please note that if you have more than one child not to book consecutive appointments as this will enable you to move between classrooms. We would ask that if you have anything you wish to discuss in greater detail to make an appointment for another time.

If your child has additional support in school and you would like to talk to Mrs Everard, she will be available to meet with you during parent consultations on Wednesday 23rd.

To help your child's teacher prepare for your meeting please take some time to note down your child's attitude to learning at school and record any particular issues that you would like to discuss at parents evening. Please give honest and balanced views – this should make the meetings even more helpful. Please complete both boxes and return to school by **Friday 18th October**.

All appointments must be booked via your Arbor account

To book your appointment, please use your Arbor account.

- Login to Arbor and select Guardian Consultations to book your appointment.
- Please note there is one appointment per child. If you require an additional appointment, please contact your child's class teacher directly.

The booking window will open at 6:00pm on Sunday 13th October and close at 12.00pm on Thursday 17th October 2024

Yours sincerely

Adrian King