



JUNIOR SCHOOL

AN ACADEMY | PART OF INSPIRE TRUST

Head Teacher – Jennifer Dawson

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Thursday 10th February 2022

Parent Consultations

Dear Parents/Carers

For the parent consultations in March, you have the option of either a face to face consultation or telephone consultation with your child's class teacher. This year, our parent consultations will take place as follows:

Wednesday 9th March 3.30-6pm

Thursday 10th March 3.30-6pm

On Monday 14th February at 10am, parent consultation appointments will be available to book on the Arbor App or Parent Portal. Click the link below to find instructions on how to book a Parent Consultation appointment:

<https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Arbor-App>

Please follow the instructions to book a **10 minute slot** in which you will be able to talk with your child's class teacher. Afterwards, please email school at info@sitwelljunior.uk to specify whether you require a face to face or telephone appointment. Please ensure you do this so that your child's class teacher knows whether to expect you in person or to call you. **The deadline for making appointments is Monday 7th March at 4pm.**

All **face to face appointments** will take place in your child's classroom. When you arrive at school, please use the hand sanitisers provided and take a seat outside the classroom. Feel free to wear a face mask if you wish, although this is not a requirement. Each appointment is timetabled for 10 minutes only. It is vital that the appointments keep to the schedule as the teachers will have a mixture of face to face and telephone appointments on both evenings. Therefore, please ensure you arrive on time and keep to your 10 minute slot. If you have more than one child in school, we recommend that you leave at least a 10 minute gap between each appointment.

If you book a **telephone appointment**, the class teacher will call the primary number on our Arbor system at the time you have booked the appointment for. Please check we have your most up to date contact telephone number on record. This call will appear on your phone as an unknown number. If you do not answer, they will attempt to call for a second time. If you do not answer on this second attempt, they will leave a message to say that they have attempted to call you. If you miss the call, please do not attempt to contact the school as the class teachers will not be able to receive any calls during the parent consultation evenings because they will have other face to face and telephone appointments to keep to.



آپ کو اس خط اردو میں ترجمہ درکار ہے تو ، مسز اختر یا اسکول کے دفتر کا مراجعہ کریں .

At your appointment, the class teacher will let you know how well your child is doing in school and at the face to face appointments, there will be the opportunity to look through your child's books to see the progress they have made since September in a wide range of subjects.

If you have any questions, please contact the school office. Thank you for your continued support.

Yours sincerely

J. Dawson

Mrs J. Dawson

Headteacher