

27<sup>th</sup> January 2022

Dear Parents and Carers,

**Spring Term 2022: Reception – Year 6 Parents' Consultation Virtual Meetings**

I would like to invite you to attend our Parents' Consultation meeting on **Friday 11<sup>th</sup> February 2022** between **8.30am – 5.45pm**, these meetings will be held via **Teams**.

Due to the necessity to hold these meetings virtually we will have to close the school for a whole day rather than the usual half a day to accommodate the meetings effectively. **This means that school is closed for children on Friday 11<sup>th</sup> February 2022.**

We will be using **Arbor**, as the booking system this year. This system allows you to choose your own appointment times and receive confirmation emails.

Appointments can be made online from **Friday 28<sup>th</sup> January at 5pm** and will close on **Wednesday 8<sup>th</sup> February at 5pm**. As always there will be one appointment slot given per child which will last no longer than 10 minutes. It is important that we stick to this allocated time so the meetings do not overrun; if you wish to discuss further, you can arrange another meeting with your child's class teacher.


Please visit <https://woodpecker-hall-primary.uk.arbor.sc/?/home-ui/index> as soon as possible to ensure you can login and are ready for the booking open date.

This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold:

- *Parent/Carer's Email Address*
- *Child's DOB*

Take particular care when entering your details, especially with the **date of birth** and **email address**. If the login cannot be validated because any of these details are incorrect please let the office know so that we can amend your records as soon as possible.

Yours sincerely



Nicky Ross  
**Headteacher Woodpecker Hall Academy**  
**NSCT Leader of Primary of Education**