



EP/RJ/KAW  
13<sup>th</sup> October 2025

*Sent via Arbor email to SEND families only*

Dear Parents / Carers

**Parents' Evening Meetings**

**Tuesday 11th November (3.30 pm–6.30 pm) & Thursday 13th November (3.30 pm–6.30 pm)**

As mentioned in my recent email, all parents are invited to meet with their child's class teacher to discuss their progress and learning throughout the school year. As your child is on our SEND register, you are entitled to extra meeting time with your child's teacher to enable you to discuss the SEND provision for your child at school.

Because Arbor is set to 10 minutes per child for these meetings, we will need to custom book your appointment on Arbor for you. Could we therefore ask you to complete the form below providing the best time and date for you and we will confirm this booking for your reference.

Form: <https://forms.office.com/e/9nNYMe5gyI>

**Please note that places will fill up very quickly, so we would ask you to complete the form by 9.00 am on Thursday 16<sup>th</sup> October so that we can open the booking system via Arbor for the whole school. After 9am on Thursday 16<sup>th</sup> October, only 10 minute appointments will be available to be booked on Arbor.**

If you have any queries, please do not hesitate to contact the school office or Mrs Pascal (SENDCo).

Yours sincerely

Rachel Jewitt  
Headteacher

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