

Monday 3rd March 2025

Spring Term 2025: Reception – Year 6 Parents' Consultation Meetings

Dear Parent/ Carer,

I would like to invite you to attend our Parents' Consultation meeting on **Thursday 27th March 2025** between **1.15pm – 6.30pm**. These meetings will be **face-to-face**.

Due to the necessity of holding these meetings, we will be closing the school at **1:00pm** to accommodate the meetings effectively. **This means that school will be closed for children in Reception to year 6 from 1:00pm on Thursday 27th March 2025.**

- **Nursery will still be open as usual for their allocated hours.**
- **Arrangements for Rose Class - year 5 are slightly different. Rose class parents will be able to book an appointment to see Ms Nwakanma on Monday 24th March between 3:15-6:30pm or Thursday 27th March between 1:15-4:00pm.**

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

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 anything further, you can arrange another meeting with your child's class teacher.

Please visit <https://Kingfisher-hall-primary.uk.arbor.sc/?/home-ui/index> as soon as possible to ensure you can login.

This is where you will be able to book your appointment on Monday 10th March from 5pm. Sign up closes on Tuesday 25th March at 6pm. 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,

Miss Gemma Vincent
Headteacher
Kingfisher Hall Academy