



# Great Gaddesden C of E (VA) Primary School

*'Treat others exactly as you would like to be treated' (Luke 6:31)*

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23rd February 2026

Dear Parents/Carers,

## **RE: Spring Term Guardian Consultations**

I would like to invite you to attend our Parent/Carer Consultation evenings, which are due to take place on **Monday 9th March 3:30-5:30pm** and **Thursday 12th March 3:30pm-5:30pm**. We will continue to use Arbor to book appointments and bookings will open on Thursday 26th February at 9:30am and will close at 8:30pm on Wednesday 4th March. Please ensure to book an appointment during this time frame.

To book a slot, you will need to ensure Arbor is downloaded to your device (which is available in most app stores). When you open the app, you will find the 'Guardian Consultations' section at the bottom of your child's profile page and also on your dashboard. You will need to click on your child and then select a time from the drop down menu. Once you have selected your appointment time, you will receive an email confirmation.

As many of our classes have more than one teacher, please see below the members of staff that will be in attendance on each evening. Please note that when booking, both teachers' names may show.

	<b>Monday</b>	<b>Thursday</b>
<b>EYFS</b>	Mrs Benson	
<b>Year 1&amp;2</b>	Miss Carty	Miss Bonney
<b>Year 3&amp;4</b>	Mrs De Rouffignac	
<b>Year 5&amp;6</b>	Mrs Slater	Mrs Lilley

Access to the school will be via the main entrance, where I will greet you and direct you to the hall to wait for your appointment. The children's books will be set out in the hall for you to look through before or after your appointment.

If you would like to book a separate appointment with Mrs Aikman, our SENDCo, please email the school office [admin@greatgaddesden.herts.sch.uk](mailto:admin@greatgaddesden.herts.sch.uk) to organise this.

Yours sincerely,

Mr Matt Beach

Headteacher