



# 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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29th September 2025

Dear Parents/Carers,

## **RE: Autumn Term Parental Consultations**

I would like to invite you to attend our Parent/Carer Consultation afternoons. They are due to take place on **Monday 20th October 3:30-5:30pm** and **Thursday 23rd October 3:30pm-5:30pm**. We will continue to use Arbor to book appointments and bookings will open on Wednesday 1st October at 6pm and will close at 6pm on Wednesday 15th October. 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.

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