



# Great Gaddesden Cof E (VA) Primary School

Headteacher: Mr M. Beach

Great Gaddesden C of E (VA) Primary School  
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9th October 2024

Dear Parents and Carers,

## **RE: Autumn Parental consultations**

I would like to invite you to attend our Parental Consultation evenings. They are due to take place on Tuesday 22nd October 3:30-5:30pm and Thursday 24th October 4:30pm-7:00pm.

This year, we will be using Arbor to book appointments. Bookings will open from today at 5pm and will close at 12pm on 18th 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. If your child has more than one class teacher, their main teacher will show on the dashboard.

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. Appointments will be in the Nurture room or library. If you would like to book an appointment with Mrs Aikman, our SENDCo, she will have slots available to book on Tuesday 22nd between 3:30pm and 5:00pm.

If you do not have access to the internet or have any problem making an online booking, please contact the school office.

Yours sincerely,

Mr Matt Beach

Headteacher