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St Paul's
Catholic Primary School

Head Teacher: Sheena Sinclair

Deputy Head(s): Rachel Miller

BHCET CEO: Stuart McGhee

BHCET Chair of Directors: Yvonne Coates

14th October 2026

Dear Parents,

I hope this letter finds you well.

Parent Consultation Evenings – Tuesday 17th November and Tuesday 24th November.

We are very much looking forward to welcoming you into school for the Parent Consultation Meetings and an opportunity for you to look at your child's work and see their classroom and of course see our new school.

The booking system to book an appointment will go live on Thursday 15th October at 5.30pm via ARBOR

To allow all families fair access to appointments, please book only one appointment per child.

Please follow these steps to book your slot:

This will be a valuable opportunity to discuss your child's progress and learning.



How to Book Your Appointment (Arbor)

1. **Log in to Arbor**
2. Visit: <https://login.arbor.sc> Or use the Arbor Parent App
3. **Go to "Guardian Consultations"**
4. From the dashboard, click **Activities** (or **Parents' Evening**) - Select **Guardian Consultations**
5. **Select the Event** - Click on the relevant **Parents' Evening session**
6. **Book Appointment Slots** - Click **Book Appointments** -Choose available time slots
7. **Confirm Your Bookings** - Click **Confirm** or **Save bookings** - Your schedule will be displayed

If you experience any difficulties booking a slot, please contact the school office—we are happy to help.

Yours sincerely,

S. C. Sinclair

Sheena Sinclair
Head Teacher



In Him we Live and Move and Have our Being

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