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Subject: Year 12 Parents' Evening – Monday 30th March

Dear Parent/Guardian,

We would like to invite you to the Year 12 Parents' Evening, which will take place on **Monday 30th March from 3:30-6pm.**

We are now using the **Arbor Parent App** to book appointments with teachers. Please note that the **Guardian Consultation** section will **not appear on your app until the booking window opens.**

How to Book a Guardian Consultation Appointment:

1. **Access the Parent App.**
2. Look for the **Guardian Consultation** section on your homepage or menu (this will only be visible once bookings open).
3. Click to view available meetings and select a suitable time slot.
4. Choose which guardians will attend (must have parental responsibility).
5. Confirm your booking and receive an email confirmation.
6. You can edit or reschedule your booking anytime by returning to the booking page.

For a step-by-step guide, please visit:

<https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>

(Please ensure you follow the instructions for 'on the Parent App'.)

Appointments will be available for booking from 9:00am on Wednesday 25th March and will close at 4:00pm on Friday 27th March.

If you experience any issues, please contact the school reception or email admin@st-wilfrids.org, and a member of staff will assist you.

Thank you for your continued support, and we look forward to seeing you at Parents' Evening.

Kind regards,

Mrs K Forster
Head of Sixth Form