



Headteacher: Mrs C Lennox

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Year 7 Parents' Evening – Wednesday 14th January

Dear Parent/Guardian,

We would like to invite you to the Year 7 Parents' Evening, which will take place on **Wednesday 14th January from 2:45pm to 6:00pm.**

We will be 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 7th January and will close at 12:00pm on Tuesday 13th January.

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 R Maxwell

Senior Assistant Headteacher