



The Palmer Academy
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Company Reg Number: 08643729
VAT Reg. No. 200 191625

1st March 2022

Parent Consultations – March 2022

Dear Parents and Carers,

Parent Consultations will soon be taking place again and will be face-to-face appointments. You will be able to book a ten-minute appointment with your child's Class Teacher. The aim of these conversations is to discuss your child's progress. This is an ideal time to share examples of what learning has been taking place, what has been challenging and also what should be celebrated.

These meetings will take place on Monday 21st and Tuesday 22nd March. Parents and carers can book a slot online via your 'Arbor' parent portal. If you are logging in for the first time, please follow the 'first time logging in' option and follow the prompts to set up your account. The email address for the log in is your email we have on record. It is worth noting that Arbor works best on a computer via a Chrome browser when initially setting up your account, once this has been done, you can download the Arbor App and sign in for ease of use going forward. If you need to reset your password at any time, simply click the 'forgotten your password' option and enter the email address you have registered with the school; this will send a reminder/reset directly to you. If you encounter any problems logging in, then please contact the school office.

Once logged in, you will be able to see the options for dates where you can select the evening that you require and choose from the time slots available to book as follows:

Date available	Time slots available between
21 st March 2022	4:00 – 6:00pm
22 nd March 2022	4:00- 7:00pm

Simply click on the time you would like to book, and this should give you a green tick. Where you have more than one child in the school you should only need to log in once and siblings will be linked to your account. The system is will be live to book slots from **Tuesday 1st March at 6pm** and will remain open until **6pm on Thursday 17th March**. Please note that appointments will be available on a first come, first served basis so book early if you have limited availability.

Yours sincerely,

Mr D Prendergast
Headteacher

Miss L Thomassen
Deputy Headteacher