



THE WESTLEIGH SCHOOL
Aspiring & Achieving Together

12th October 2026

Dear Parent/Carer,

We would like to welcome you to attend Year 7 Parents evening on **Thursday 22nd October** commencing at 4.00pm - 7.00pm.

You will have the opportunity to discuss your child's current progress with staff; to celebrate successes and discuss any issues which have the potential to prevent them from realising their potential. Teaching staff are keen to ensure that you are fully informed about how best to support them in their studies and wider school life.

The parents evening will take place at school and to make your appointment we will be using an online appointment booking system through Arbor. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Please arrive at school for your first appointment along with the email containing your appointment list.

Appointments can be made with immediate effect and will close at midday on Wednesday 21st October. Should you wish to make any changes after this time please contact the school office.

Appointments are available to book with Mrs Garrett, Assistant Headteacher, SENCO should you have any SEND related queries. Please contact Mrs Garrett directly to make an appointment.

Please go to your Arbor account to book your appointments. (A short guide on how to add appointments is included on the back of this letter).

If you do not have access to the internet, please contact the school office who will be able to arrange an alternative.

Kind regards

Mrs Watling
(Head of Year 7)



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Booking Guardian Consultations (Parent's Evenings) on the Parent Portal or Parent App On the Parent Portal On the Parent App

You'll see on your homepage whether there is an upcoming Guardian Consultation.
You can view more details about the meeting and book a slot.

Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00)

If it isn't possible to book a meeting yet but you believe you should be able to, **get in touch with your school**. You can also add a note here.

Spring meeting

Details

Consultation dates 25 Feb 2021, 16:00 - 26 Feb 2021, 18:00
Self scheduling period 16 Feb 2021, 08:00 - 24 Feb 2021, 18:00

Instructions

This page displays guardian consultation meetings concerning you and your children. Click the red service scheduling period, you will need to contact the school to book an appointment.

Meetings

Meeting for Adele Bailey

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Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	
Self scheduling closed on 24 Feb 2021, 18:00. For further information, please contact the school office.	

Notes

No notes added.

Add note

You'll be able to see when booking is available.

Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00)

Self scheduling is open, please click here to book time slots. ►

Click to access the booking page and select the meeting to book.

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.



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Spring Parent's Evening

Details

Consultation dates 10 Feb 2022, 15:00 - 11 Feb 2022, 18:00

Self scheduling period 01 Feb 2022, 08:00 - 10 Feb 2022, 08:00

Instructions

This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school to book an appointment.

[Download my meetings](#)

Meetings

Meeting for Elsie Anderson **Students:** Elsie Anderson
Form/Class: Form 7BG
Staff: Katie Harrison
Time Slot: **Not booked**
Self scheduling is open from 01 Feb 2022, 08:00 - 10 Feb 2022, 08:00, please click to book time slot

Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which guardians will be attending. **Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.**



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Schedule Meeting

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	☒ Leo Anderson ☒ Sophia Anderson
Time slot*	10 Feb 2022, 15:00 x v

Notes

No notes added.

Make sure at least one guardian is ticked, or you'll receive an error.

! Please correct this error:

- At least one guardian must be invited to this meeting.

Guardian(s) attending

☐ Leo Anderson
☐ Sophia Anderson

Time slot* 10 Feb 2022, 15:00

The page will then reload and show that your booking has been successful. You'll be sent an email confirmation.

Meetings

Meeting for Adele Bailey **Students:** Adele Bailey
Form/Class: Form 9JH
Staff: Keeley Baker and Anna Lloyd
Time Slot: 25 Feb 2021, 16:00 - 16:10

You can edit your booking by returning to the page and clicking on your booking.

- Select a different time slot and click **Reschedule meeting** to change your slot.



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- Click **Amend guardians** to remove one of the child's guardians or add them back into the meeting.

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Reschedule Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10
Change time slot*	Change time slot ▼

[Amend guardians](#) [Reschedule meeting](#)

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Reschedule Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	☒ Jack Bailey ☒ Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10

[Cancel](#) [Save](#)

If you've unticked yourself as the attending guardian, you'll have the option to book a separate meeting slot if your school allows this.



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Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey

You're currently not a participant of this meeting , if you believe you should be, then please contact the school office. Alternatively, you can book a separate meeting with the staff member by clicking the "Book separate meeting" button below.

[Book separate meeting](#)

If you want to remove an incorrect booking or add yourself back into the original booking, **get in touch with your school** and ask them to amend this for you.

Meetings

Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Location: Undisclosed Time Slot: Undisclosed
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Time Slot: 25 Feb 2021, 16:10 - 16:20