THE WESTLEIGH SCHOOL
Aspiring & Achieving Together

03 November 2026

Dear Parent/Carer,

We would like to welcome you to attend Year 8 Parents evening on **Thursday 12th November** 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 from Monday 2nd November and close at midday on Thursday 12th November. 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

K. Watling

Mrs Watling
(Head of Year 7)

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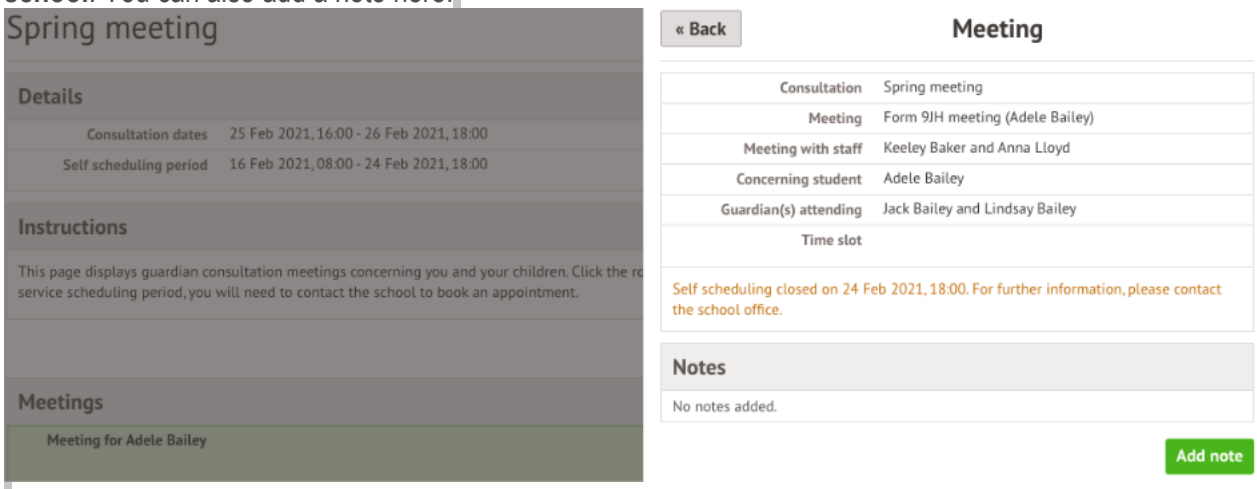
Booking Guardian Consultations (Parent's Evenings) on the Parent Portal or Parent App

On the Parent Portal On the Parent App

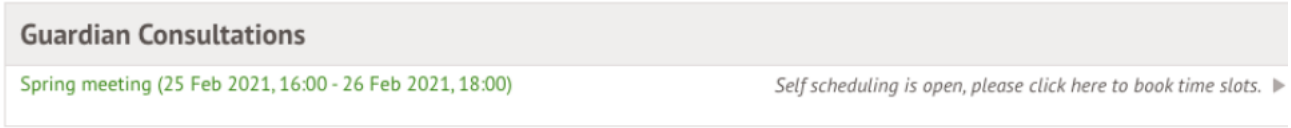
You'll see on your homepage whether there is an upcoming Guardian Consultation.
You can view more details about the meeting and book a slot.



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.



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



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.

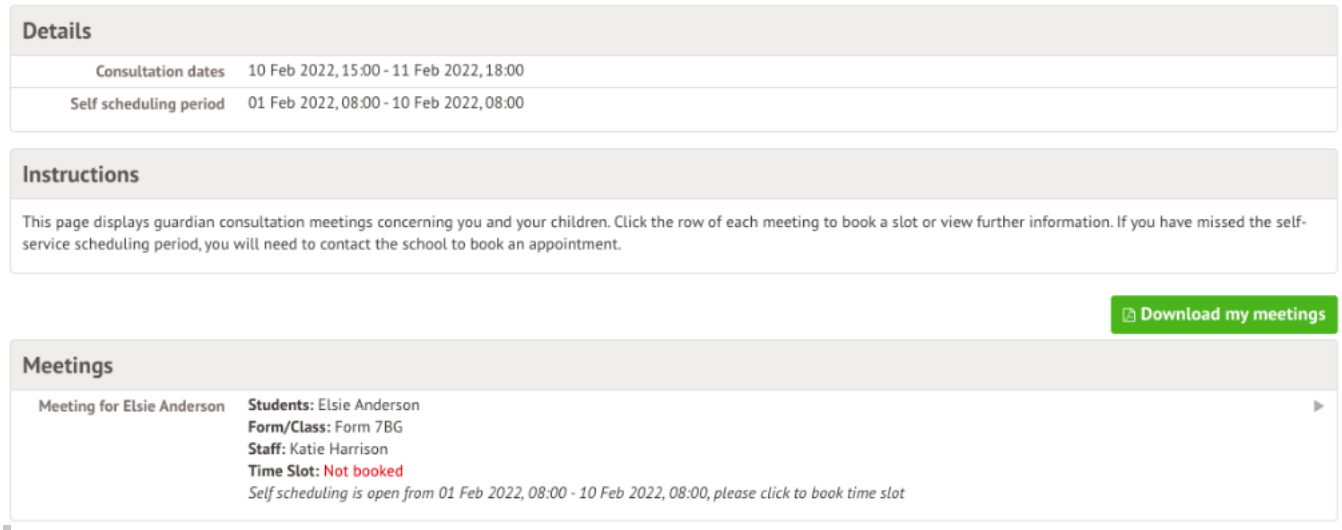
EXECUTIVE HEADTEACHER: MR CARLTON BRAMWELL
The Westleigh School, Westleigh Lane, Leigh WN7 5NL
Tel: 01942 202580 Web: www.thewestleighschool.co.uk
Email: enquiries@westleigh.set.org

Shaw Education Trust

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THE WESTLEIGH SCHOOL
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Spring Parent's Evening

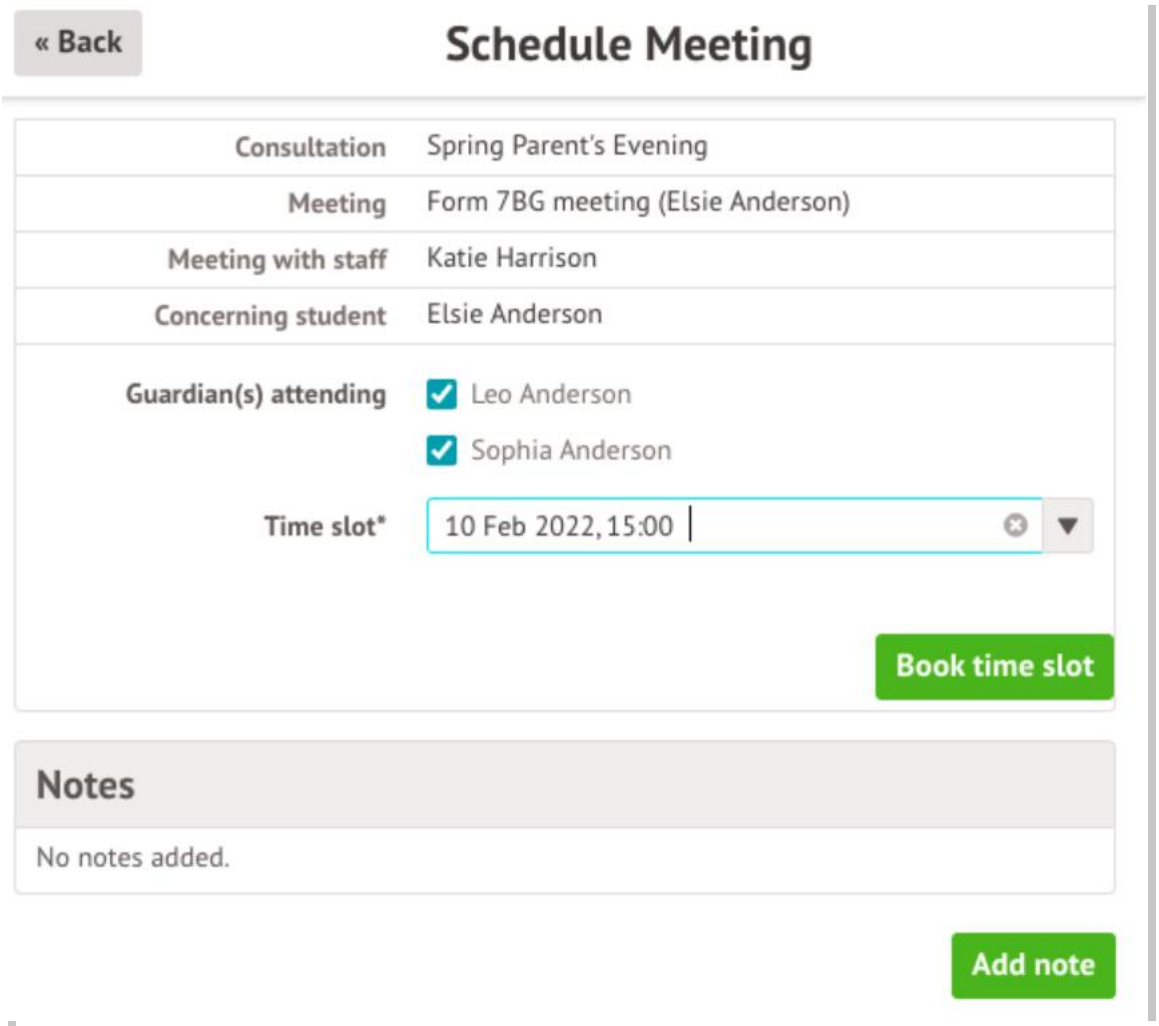


Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which guardians will be attending. **Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.**

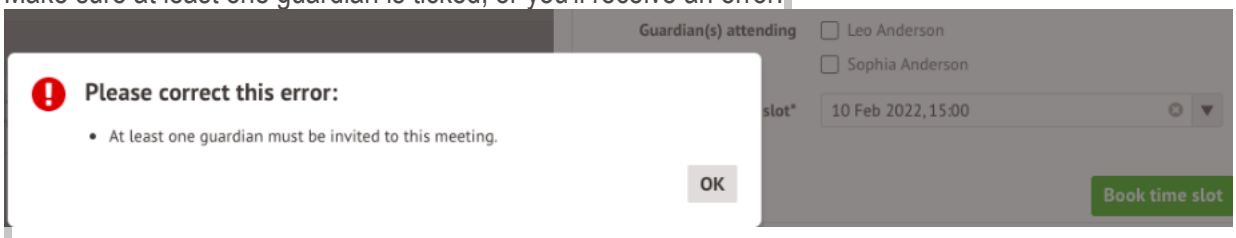
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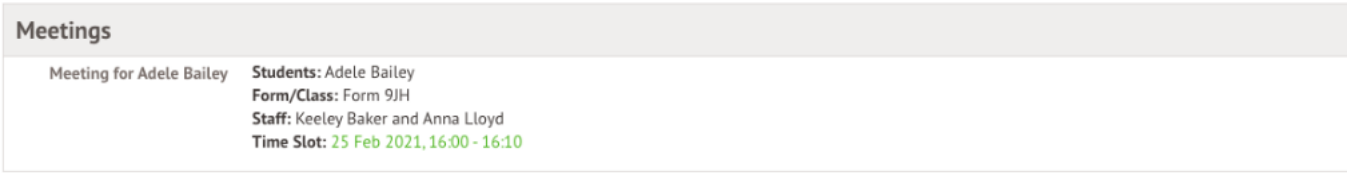
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Make sure at least one guardian is ticked, or you'll receive an error.



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



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

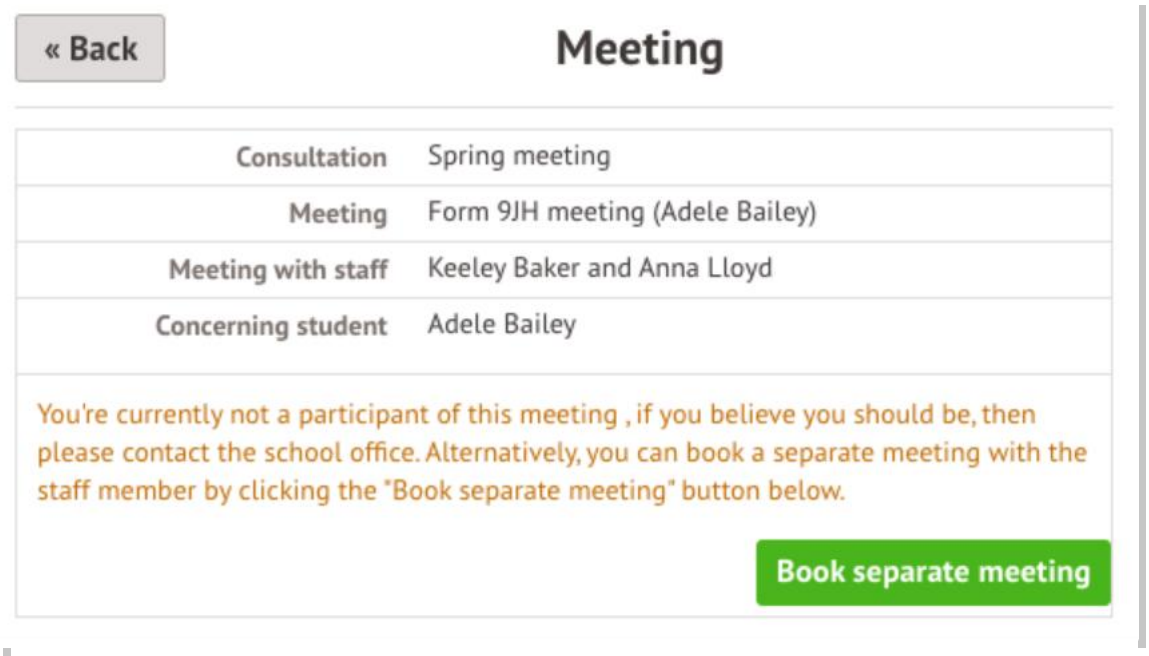
- Select a different time slot and click **Reschedule meeting** to change your slot.

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





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.



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.

