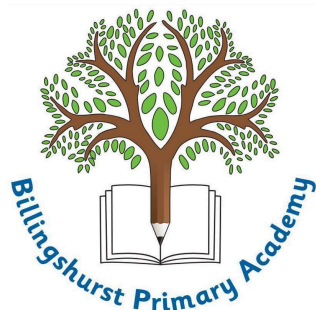




Billingshurst Primary Academy

Headteacher: Ms Marion Ley

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West Sussex RH14 9RE

Tel: 01403 782789

E-mail: office@billingshurstprimary.org.uk

Website: www.billingshurstprimary.org.uk

Ambition
Belonging
Courage

Dear Parents and Carers,

We are pleased to share with you information below regarding our upcoming Parents Evening (**Guardian Consultations**).

The consultations will take place on:

- Wednesday 14th October – 3:30pm to 6:00pm
- Thursday 15th October – 3:30pm to 6:00pm

Booking your appointment

Bookings will go LIVE at 6:00pm on Wednesday 30th September. All appointments must be booked through the **Arbor app**. All parents and carers should now be set up on Arbor. If you are experiencing any difficulties accessing or using the app, please contact the school office, who will be happy to help.

To book your appointment:

1. Open the **Arbor app**.
2. Select **Guardian Consultations**.
3. Select **Meetings**.
4. Choose your preferred time slot and confirm who will attend.
5. Select **Book time slot**.

Your booking will then be confirmed by email. If you need to **cancel or reschedule** an appointment, this can also be done directly through the Arbor app.

During the consultation, your child's teacher will give you an overview of how your child has settled into the new school year, including their learning behaviours, attitudes and approach to school life. It is also an opportunity for parents and carers to ask any questions or share anything they feel would be helpful for the teacher to know.

Each consultation is 10 minutes long, so that we can ensure all families have the opportunity to meet with their child's teacher. If you feel that a longer conversation would be beneficial, this can be discussed with teachers and an alternative appointment can be arranged for another time, as always.

Finally, The Book Nook will also be on site during both evenings, providing a convenient opportunity for parents and carers to browse and purchase books while attending their appointment.

Ms Ley
Head Teacher



Artsmark
Gold Award
Awarded by Arts
Council England



How to Book Your Guardian Consultation

Using the Arbor App

1

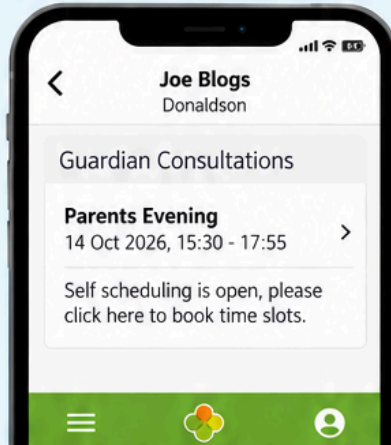
Open the Arbor app and find Guardian Consultations



Open the Arbor app and select 'Guardian Consultations' from the menu.

2

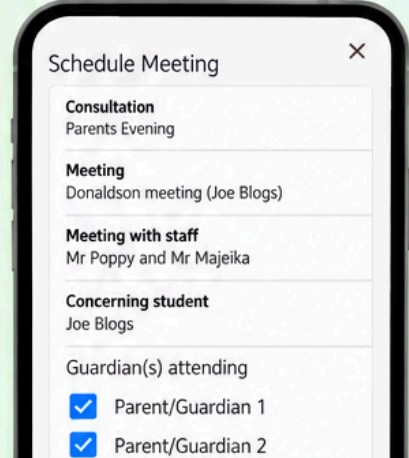
Tap the consultation and select Meetings



Tap on the Parents Evening (Guardian Consultations) and then select 'Meetings'.

3

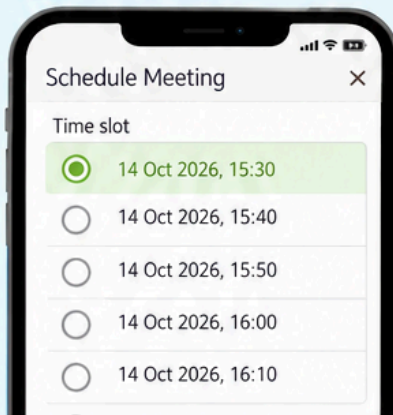
Select the meeting and check who will attend



Select the meeting for Joe Blogs and check the appropriate guardian(s) attending.

4

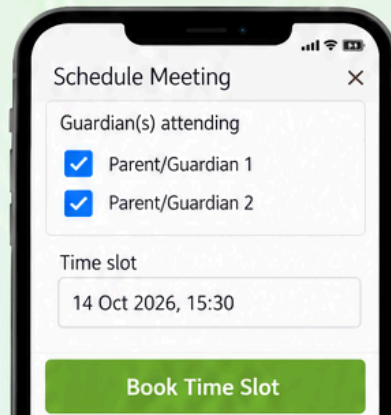
Choose an available time slot



Tap the 'Time slot' box and choose an available 10-minute appointment from the list.

5

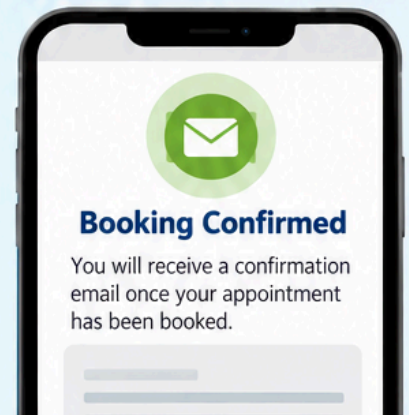
Tap 'Book Time Slot'



Once you have selected your preferred time and checked the details, tap the green 'Book Time Slot' button.

6

Booking confirmed by email



Your booking will then be confirmed by email.



Dates

Wednesday 14th October
3:30pm – 6:00pm

Thursday 15th October
3:30pm – 6:00pm



Appointment length

Appointments are
10 minutes long.



Bookings go LIVE

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**6:00pm on
Wednesday 30th
September.**



The Book Nook

The Book Nook will be on site during both evenings, giving you the opportunity to browse and purchase books.