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12<sup>th</sup> January 2026

Dear Parents/Carers

### Parent Consultation Meetings

Parent consultation meetings will take place on Monday 9<sup>th</sup> and Wednesday 11<sup>th</sup> February 2026.

These will be face-to-face meetings with your child's class teacher, lasting 10 minutes, to discuss your child's progress. It also provides an opportunity for you to ask any questions you may have to your child's teacher. If your meeting is overrunning, your child's teacher may ask you to organise a follow up conversation as it is important that we stick to timings to ensure everyone can be seen at the time they have booked.

We are using an online booking system to make booking your appointment as easy as possible. The link to book your parent consultation meeting is

<https://outlook.office.com/owa/calendar/ParentsEvening@arnoldwoodthorpe.notts.sch.uk/bookings/>

**Please note, the system will go live from 2pm on Wednesday 14<sup>th</sup> January 2026.** This is to make the process fair and to ensure everyone has had the opportunity to read this letter before appointments become available.

To use the booking system, please follow the below steps:

- Select your child's class
- Select the day you prefer from the calendar
- Select an available time slot for that day
- Fill in the required details.

Once you have processed your booking, you will receive an automated email to confirm. You will also receive a reminder email one day before your appointment.

Yours sincerely

Mrs Emma Bowler  
Head Teacher

