

**5<sup>th</sup> October 2021**

Dear Parents / Carers,

**Parent Review Week – Monday 11<sup>th</sup> October – Friday 15<sup>th</sup> October 2021**

Due to the current circumstances and the ongoing COVID situation, we have made the decision to keep our parent review meetings on Microsoft Teams.

To book a slot for Parent Review Week – you will need to do this via Arbor. Attached is a guide to Arbor, including how to download the Arbor app.

If you have previously accessed Arbor – you will need to select the forgotten password and enter the email address, we have on file for you at school.

Due to Miss Burke's absence, these review meetings will take place before the end of the Autumn Term.

If your child is in Miss Marshall's class, then please contact the school office to arrange these appointments.

Once you have booked your slot to meet the teacher, you will get a link with the details on how to access the Microsoft Team meeting.

If you would prefer to speak to the class teacher via a telephone call then please email the office, who will then arrange this with the class teacher.

Yours Sincerely,

*Helen Bye*

**Helen Bye  
Headteacher**