



ARROW VALE
Ian Mellor, Principal (BSc. FRSA)
Matchborough Way
Redditch
Worcestershire
B98 0GF

27th November 2023

Dear Parent/Carer

Year 10 Parents' Consultation Evening

I am pleased to invite you to Year 10 Parents' Evening on **Tuesday 12th of December**, 4.00 – 7.15 pm, I am also happy to say that this will be a face-to-face event held in school.

This will be a vital chance for you to check in with your child's subject teachers. This will give you a valuable opportunity to discuss their academic progress, application and current lesson outcomes. Please have a discussion with your child before the appointments so you can target the direction of discussion as the appointments are only 5 minutes each.

Please visit our new parent portal - Arbor to book your appointments, you can do this via the mobile app or from the desktop site <https://login.arbor.sc/>.

The booking system will open on **Wednesday 29th November at 6pm** and will close at **8pm on Monday 11th December**. Please be advised that many staff teach multiple classes in Year 10 and their booking appointments will be filled up fast, so to avoid disappointment please ensure you book early. **For this purpose we request that you do not book appointments for Form Tutors or Core PE teachers.** Staff will have a maximum of 30 slots and consultations will be by prior appointment only.

We would advise that you allow 5 minutes between each appointment to enable movement between venues. After this date, appointment slots will be allocated on your behalf. If you experience any issues when trying to make appointments, then please do not hesitate to contact us, in the first instance through your child's form tutor.

In the event of an exceptional circumstance where you are unable to attend, please write a note in your child's Learning Journal on the communication's page. We would ask that your child presents this to their tutor.

Consultations are formal pre-arranged meetings with subject specialists. However, should the need arise at any time during the year for you to speak to us about your son or daughter's progress or any other matter, then please do not hesitate to contact the Year 10 Team Leader, Mr Ballantine or the Head of Year, Ms Beardsley.

Attendance has been very high to this evening over the past few years, which has significantly contributed to the improved results our students have achieved. Please find attached a short guide on how to use the new system to book appointments.

Thank you in anticipation of your attendance.

Yours sincerely

Niall Brennan - Assistant Principal