



30th September 2025

Parents Consultation – Autumn 2025 Wednesday 22nd October 2025 – from 2:30pm to 7:30pm

Dear Parents & Carers,

We will be holding our Parent Consultation evening on the 22nd October from 2:30pm-7:30pm. Please find below instructions on how to book an appointment, the booking system will go live on Friday 3rd October at 7pm. You MUST have an Arbor account to book your slot. Communication has been sent on how to set this up.



1. Open Arbor App
2. Scroll down and select Guardian Consultations
3. Scroll down and tap on Meetings and book a slot
4. Select a suitable time and click **'Confirm booking'**. *Alternatively*, click **'Cannot Attend'**
5. You will receive an onscreen message of your booking and a confirmation email with the booked information and a link to **'Change your booking'** should you need to change or cancel.

Only times available will be displayed. If an appointment has already been booked or is unavailable, it will not be shown.

Please note if you have more than one pupil in the school then you will need to swap between profiles and book a slot for each child.

If you would like to book an appointment to discuss SEND with Mrs Kearney, please contact whaoffice@theparkfederation.org to organise this.

Kind regards,

The Office Team



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