



Hannah Freeman  
Acting Headteacher  
Old Tye Avenue, Biggin Hill TN16 3LY  
01959 575 846  
[www.bigginhillprimary.com](http://www.bigginhillprimary.com)  
[admin@bigginhillps.com](mailto:admin@bigginhillps.com)

26th January 2022

Dear Parents/Carers,

**Parent Consultations – Thursday 10th and Friday 11th February 2022**

Our second Parent Consultations of the academic year are due to take place next week. **The meetings will be face to face (as we are hopeful that our outbreak management plan will no longer need to be in place by this time)**, however if you would prefer to arrange a virtual meeting via Google Meet, please email the class teacher so that they can send you a link (please note that links will be sent to your child's school email address). Please book your slot in the usual way via Arbor.

Meetings will take place on **Thursday 10th February from 3.30-6.50pm** and also from **8.30-10.50am on Friday 11th February**, please note that **Friday 11th is also an INSET day**.

**JESSE OWENS CLASS ONLY:** Due to family circumstances, Miss O'Mahony will be holding parent consultations for her class on Tuesday 8th February from 3.30-5.30pm and Wednesday 9th February from 3.30-6.50pm.

Children are welcome to attend meetings but if you would prefer for your child not to be present, this is also fine.

The booking system for parent consultation slots will open at **8am on Wednesday 2nd February and will close on Wednesday 9th February at 12.00pm**. Once again, by using your Arbor log in details you will be able to book your consultation time online; this makes the process more efficient and also eliminates having to wait for confirmation of your appointment. We ask that when you book your appointment you leave 30 minutes between appointments for siblings. Appointments will be at 10 minute intervals this year but please do build in some time to look at your child's books before or after your appointment as these will be available for you to look at.

We hope to see all of you on either Thursday 10<sup>th</sup> or Friday 11<sup>th</sup> February, however if you cannot make these dates, please speak to your child's class teacher to arrange an alternative appointment. So that we can work effectively in partnership with you, it is an expectation that an appointment is made to see your child's class teacher this term.

Finally, if you have any questions or issues with using the online system please contact me through the office or via email at [h.freeman@bigginhillps.com](mailto:h.freeman@bigginhillps.com).

Many thanks,

Hannah Freeman  
Head Teacher and Designated Safeguarding Lead

