



Hannah Freeman
Headteacher
Old Tye Avenue, Biggin Hill TN16 3LY
01959 575 846
www.bigginhillprimary.com
admin@bigginhillps.com

4th October 2021

Dear Parents and Carers,

Parent Consultations – Thursday 14th and Friday 15th October 2021

Our first Parent Consultations of the academic year are due to take place next week. **The meetings will be face to face this year**, 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 14th October from 3.30-6.50pm** and also from **8.30-10.50am on Friday 15th October**, please note that **Friday 15th is also an INSET day**.

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 6th October and will close on Wednesday 13th October 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.

We hope to see all of you on either Thursday 14th or Friday 15th October, 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:

h.freeman@bigginhillps.com

Many thanks,

Hannah Freeman
Head Teacher and Designated Safeguarding Lead

