



Dear Parents/Carers,

Meet the Tutor Parent Evening - Thursday 19th September – Book your appointment online with Arbor

We would like to invite you and your child to attend our Parent Evening on Thursday, 19th September between 3:15pm and 6:15pm. This is an important evening and provides you with the opportunity to meet your child's tutor for a 5 minute appointment and discuss any wellbeing issues and how they have made the transition to their new year group. At the moment time slots are not bookable. Bookings will go live from Monday, 9th September at 6pm onwards and will close at 9am on Thursday, 19th September. We will remind you again of the timeslots opening, nearer the time.

The school is now conducting appointments in person. Please see attached to this email a brief guide on how to book an appointment. If you have not yet received your credentials for Arbor, or you are having any technical difficulty gaining access to Arbor, then please contact our ICT support by email at the address - parent.ithelp@willingdonschool.org.uk

We would like to encourage all parents/carers to attend, as I feel this is an important step in developing the home/school relationship and a positive, constructive experience in supporting your child's education.

The appointments will take place in the following locations and parking is available on the playground.

Year 7 and 8 – Sports Hall
Year 9 – PE1 (Sports Hall)
Year 10 – Drama Studio
Year 11 – Main Hall

There will also be a help desk of Heads of Years and Senior Leaders if you need to talk in depth about anything. This will be found in the school canteen area.

Yours sincerely,

Mrs N Townsend-Smith
Deputy Headteacher