

# Colmers Farm Primary School

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Head Teacher: Mr D. Williams  
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19<sup>th</sup> October 2023

Dear Parents / Guardians,

## **Parents Evening – Wednesday 25<sup>th</sup> October / Thursday 26<sup>th</sup> October**

We have two parents' evenings approaching on **Wednesday 25<sup>th</sup> October** and **Thursday 26<sup>th</sup> October** from 3.15pm - 6.00pm.

You can book an appointment slot via Arbor from 5pm today. Each slot lasts approximately 10 minutes.

To book a slot please log into your Arbor account and across the top of the page for your child will be a section called **Guardian Consultations** – if you click this link, it will allow you to select one of the above dates and a time to meet with your child's class teacher.

If you would prefer to have your meeting via telephone, please could you state this when booking a slot via Arbor.

If you are unable to attend and would like to arrange an alternative date to speak to your child's teacher, please either speak directly to your child's class teacher or alternatively phone the school office who will be able to help.

Please do attend one of these sessions as good communication between home and school is vital in ensuring that your child makes the greatest possible progress.

As always, if you have any difficulties with accessing or booking an appointment via Arbor please call the school office on 0121 716 0444 or alternatively you can send an email to [enquiry@colmersfarm.excelsiormat.org](mailto:enquiry@colmersfarm.excelsiormat.org).

Please note that although every effort is made to keep to timings, occasionally we will run over. We apologise in advance for any inconvenience caused by this.

Yours sincerely,

Mr Williams  
**Headteacher**



SCHOOL MEMBER