Western Primary School
CREATING SUCCESS STORIES

RED KITE LEARNING TRUST

6/11/26

Parent/Carer/ Teacher Consultations

Dear Parents and Carers,

The parent/carer/teacher consultations for this term are to take place on Tuesday 24th November (3.40 p.m. – 7 p.m.) and Thursday 26th November (3.40 p.m. – 6.30 p.m.).

These consultations will be face to face in school. If you are unable to attend, please contact your class teacher to arrange an alternative meeting either in person or virtually, via Microsoft Teams.

The main purpose of this meeting is to discuss your child's progress.

As always, we have to restrict the time allocated to each meeting. If you feel that 10 minutes is not long enough, then please contact the class teacher and arrange a separate appointment.

All appointments should be made on Arbor. If this is your first time booking an appointment, please login to your Arbor account and select Guardian consultations. Please choose which day you would like (one or the other, not both) then it will take you to a screen to choose an available time slot.

Once booked, Arbor will not allow you to cancel, so if your appointment is no longer needed or needs to be changed, please email office@wes.rklt.co.uk and we will remove it for you. If you have any questions, please do not hesitate to contact your child's teacher.

Yours sincerely,

Claire Magill

Claire Magill
Deputy Headteacher

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