

THISTLEY HOUGH  
PENKHULL  
STOKE-ON-TRENT  
ST4 5JJ

PRINCIPAL: NOEL KENNEDY

T +44(0)1782 883500  
F +44(0)1782 859427  
E enquiries@thistleyhoughacademy.org.uk  
www.thistleyhoughacademy.org.uk



**THISTLEY HOUGH  
ACADEMY**  
*Creative  
Education  
Trust*

12 October 2023

Dear Parent/Carer

### **Year 7 Settling in Evening – Thursday 26<sup>th</sup> October 2023**

We are pleased to invite you to our Year 7 Settling in Evening on Thursday 26<sup>th</sup> October 2023. Appointments are available between 3:15pm to 5:45pm.

This is an important opportunity to speak to your child's Form Tutor about their start to their time at Thistley Hough Academy, which will include discussions around attitude to learning, behaviour and attendance.

Mr Garrett, Head of Year 7, will be available to speak to during this event, alongside members of staff from the SEN department, Attendance, and the Senior Leadership Team, should you have any queries or concerns.

We will also be sharing further information with you on the extra curricular opportunities available to your child, and the Thistley Hough Academy 'Ambition Canon'.

Appointments for this event must be made via the Parent Portal on Arbor, or the Arbor App. Guidance of how to do this is attached.

Should you require any further assistance in signing up to Arbor, or in booking a time slot for this event, please don't hesitate to contact the main office on 01782 883500.

We look forward to welcoming you into the Academy.

Yours sincerely,

**Mr J Law**  
Assistant Principal



## Booking Guardian Consultations – Arbor Parent Portal

You'll be able to see when booking is available.

**Guardian Consultations**  
Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00) Self scheduling is open, please click here to book time slots. ▶

Click to access the booking page and select the meeting to book.

Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which Primary Guardians will be attending.

**« Back** **Schedule Meeting**

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00   <input type="button" value="✕"/> ▼

**Book time slot**

**Notes**  
No notes added.

**Add note**

The page will then reload and show that your booking has been successful.

**Meetings**  
Meeting for Adele Bailey **Students:** Adele Bailey  
**Form/Class:** Form 9JH  
**Staff:** Keeley Baker and Anna Lloyd  
**Time Slot:** 25 Feb 2021, 16:00 - 16:10 ▶

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.



## **Booking Guardian Consultations – Arbor App**

On the main page select Guardian Consultations.

This will take you to the consultation page. You can see the dates you can book meeting slots within.

To book a meeting, click the available meeting at the bottom of the screen.

Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which Primary Guardians will be attending.

**Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.**

You will be asked to confirm your choice and you'll be sent an email.

**Are you sure?**

Are you sure you want to book this time slot? A confirmation will be sent by email.

Close

Yes

The page will then show that your booking has been successful.

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.