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

23 November 2023

Dear Parent/Carer

### **Year 8 Parents' Evening – Thursday 7<sup>th</sup> December 2023**

I would like to invite you to attend our Year 8 Parents' Evening on Thursday 7<sup>th</sup> December 2023 from 4:00pm - 7:00pm.

This is an important event which provides you with an opportunity to discuss the progress of your child with their teachers, including next steps to be taken in each subject. Members of the pastoral team, including the Head of Year, will be available to meet with you also.

These appointments will take place in person, in the Academy.

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.

We would advise that you leave a gap in between appointments in order to give yourself time to move around the Academy to the next teacher.

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="x"/> ▼

**Notes**

No notes added.

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.