HOLLYWELL PRIMARY SCHOOL

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East Midlands Education Trust

'Inspiring young minds to unlock their potential to grow.'

1st October 2026

Dear Parents/Carers



Parents' Consultation Meetings

Autumn Term 2026

On Tuesday 13th and Wednesday 14th October we will be having parents' consultation meetings for all years.

Parents meetings are an important part of our year as they give all parents the opportunity to discuss how their child is settling in, the progress that their child is making and how we can work together to make this as effective as possible.

During these meetings your child's class teacher will be able to tell you how your child has settled into their school year, their achievements thus far and their areas for development. They will also be able to suggest the support that you can give your child to help them in the future at home.

Wherever possible please leave your child at home as they will not be able to join the meeting. All meetings will be bookable on Arbor and limited to 10-minutes.

If you have two or more children, you will need to book appointments separately with each teacher. If you co-parent, please note there is only one slot available per child. In exceptional circumstances, please contact your child's teacher via Dojo for an additional appointment.

Steps to Book on the Arbor App – Booking will be live from 12.00pm Friday 2nd October.

- Open the App: Log into the Arbor App on your mobile device.
- Navigate to Consultations: Select Guardian Consultations directly from the homepage or open the menu (tap the menu icon at the bottom left) and select Guardian Consultations (or Parents Evening).
- View Details: Check the available dates, times, and the deadline for when bookings close.
- Select a Meeting: Tap the available meeting slot at the bottom of the screen.
- Choose Time and Attendees: Pick your preferred time slot from the drop-down menu and select which guardians will attend (at least one guardian must be ticked).
- Notes: Leave this blank.
- Confirm Booking: Click Book Time Slot and confirm your choice. You will receive an email confirmation.

Kind regards
Elizabeth Ellis
Head Teacher