



West Monkton Church of England School

A place for growing together and learning to fly.

Headteacher Helen Newstead Chair of the LSC Tom Moore

Friday 6th March 2026

Parent / Carer Consultations

Dear Parents/Carers,

I am pleased to invite you to our Parent Consultations which are being held on **Tuesday 31st of March and Wednesday 1st April 2026.**

In order to book your consultation, you will need to use Arbor.

When the booking window opens on Saturday 14th March midday, you simply need to follow these steps:

1. Log in to your Arbor account.
2. Navigate to the "Guardian Consultations" tab.
3. Here, you will find a list of available time slots for consultations. Choose the one that best suits your schedule.
4. Click on the time slot and select your child's name from the drop-down menu.
5. Finally, click the "Book" button to confirm your appointment.

We recommend booking your consultation at the earliest opportunity to secure your preferred time slot. It is also a good idea to prepare any questions or concerns you may have before the meeting, particularly recognising each child has 10 minutes allocated, which teachers need to adhere to so that appointment times can be maintained, including those for siblings.

If you encounter any difficulties or have any questions, please do not hesitate to reach out to the school office, who will be more than happy to assist you.

Bookings for parent consultations will close on Wednesday 25th March midday.

Details for Day

- When you arrive on the school site, please make your way to your child's **year group classrooms entering through either the KS1 or KS2 gate**
- On arrival you will be able to enter one of the classrooms to view your child's books, from here your child's class teacher will collect you for your appointment

Thank you in advance for your support as we work together. We look forward to seeing you to discuss your child's progress.

Best Wishes,

Helen Newstead

Headteacher