



St. Peter's

Church of England Primary School

Love Learn Shine

Friday 20 March 2026

Dear Parents and Carers,

Following from the implementation of new end of term reports in the autumn term, I am pleased to write with information about spring end of term reports and timings of parent consultation meetings as well as information of how to book your appointment for these meetings.

As part of our ongoing commitment to listening and responding to parental feedback, we introduced new end of term written reports to provide clear information about your child's progress throughout the year. Many families told us they would welcome more regular updates, and we have worked hard to respond in a way that reflects your wishes while also being mindful of teacher workload.

We know parents value teachers who are focused on planning and delivering the very best education during the school day, including enrichment activities such as clubs, trips, and residential. By making better use of systems such as our Management Information System (MIS), which families are likely to know as 'Arbor', we aim to meet your expectations while supporting the staff who work so hard to help your children Love, Learn and Shine.

What Changed

At the end of the autumn term, we introduced the trial of short end of term reports. This was the first time we have used this approach. We put thought and care into developing it, but as with any new system, there was and will continue to be learning along the way. Reports were available via Arbor, either through the Parent Portal or the Parent App, and were designed to help parents prepare for forward looking discussions during parent consultations. The aim was to make these meetings more focused on what's next and how best to support your child, rather than simply reviewing what has already happened. We then took feedback from staff and parents on this approach via surveys and were grateful to everyone who shared their views.

Overall, the feedback was positive, reinforcing the value in continuing the approach with some minor adjustments to help make reports clearer and more purposeful.

Updated Report Format

The format is largely very similar to the autumn term report. Taking on board feedback from parents, we have made three small improvements which we hope parents find helpful. We have outlined these below.

- We have added the number of merits children have earned to date.
- Curriculum descriptors and the associated grades have been separated more clearly (Reading/Writing/Maths and other subjects). These are now separate sections within the reports.
- The behaviours for learning expectations wording have been refined, removing statements that suggest progress and learning behaviours always directly correlate.

Key Dates

- The vast majority of parents told us they preferred receiving reports before the holiday so reports will be sent from mid-morning Wednesday 25 March 2026.
- Contact us only if not received by: 9.30am Thursday 26 March.
- Individual Parent Consultation Meetings – Tuesday 21 & Thursday 23 April 2026, 3.45pm – 7.50pm.
- Appointments for Individual Parent Consultation Meetings for can be booked via Arbor from Monday 20 March at 6.30pm.

As we are sending over 200 reports, the process, although automated, may take some time. We have purposefully chosen the middle of the week to commence sending these so there is time to address any issues later in the week. Please only contact us if you have not received your child's report by the time stated above. Parents will then have the Easter break to read the report ahead of the parent consultation meetings at the start of the spring term.

What to Expect

The reports are simple and focused on key information, including attendance, behaviour, attitudes to learning, and current attainment (the teacher's assessment of how well your child is doing academically compared to expected standards), to guide meaningful conversations with your child's teacher. Families will receive a similar short report at the end of the spring term, followed by our usual, more detailed end-of-year report in the summer term.

Occasionally, you may notice a blank or gap in a report. This is likely because your child has not yet studied that subject this year, as some subjects are taught in blocks. For more detailed answers to common questions, please refer to the FAQs at the end of this letter.

Parent Consultation Bookings

Parent Consultation Evenings will take place on Tuesday 21 April and Thursday 23 April 2026, from 3.45pm to 7.50pm. An equal number of appointments are available on both evenings, and all bookings are offered on a first-come, first-served basis via our online system. To ensure fairness, booking will open at 6.00pm on Monday 20 March 2026, deliberately scheduled in the evening and with ample notice for families.

Appointments can be booked easily through Arbor, using either the Parent Portal or the Parent App. Please note that Arbor does not always reflect teachers' working days; the accompanying chart shows which teachers are available on each date. Whichever evening you choose, both teachers will be fully prepared and equally capable of discussing your child's progress in detail, ensuring a productive and supportive conversation. We encourage you to book early to secure your preferred time slot.

Class	Tuesday 21 April 2026	Thursday 23 April 2026
Wrens – Early Years	Mrs Renton	Miss Ward
Kingfishers – Year 1	Miss Ward	Mrs Henderson
Sparrows – Year 2	Miss Corrigan	Miss Corrigan
Owls – Year 3	Miss Wilson	Mrs Wilson
Starlings – Year 4	Mrs Martin	Mrs Pywell
Hérons – Year 4&5	Miss Emsley	Mrs Robbins
Eagles – Year 5&6	Miss Henderson	Mrs Williams
Ravens – Year 5&6	Mrs Jaeger	Mrs Jaeger

When parents book, appointments will appear as 12 minutes. This includes a short 2-minute transition so everyone can move calmly between appointments. Meeting time with the teacher is still 10 minutes, and staff will make sure conversations stay within that time, so the evening runs smoothly for all families.

There will be signs on the evening to help guide parents to where staff are based.

Need Help?

We have included a frequently asked questions (FAQ) at the of this letter which we hope is of help to families. Thank you for your continued support. If you have any questions or concerns, please email us at admin@stpeters.ycst.co.uk or call our friendly office team on 01423 569684. For non-urgent queries, email is best.

Best wishes

Mr Paul Griffiths – Headteacher

End of Term Reports Frequently Asked Questions -FAQ

1. What is Arbor and how do I access it?

Arbor is our secure online platform for school communication and reports. You can access it via the online Parent Portal via a web browser or download the Arbor Parent App from your app store. If you need help, please see the guide [here](#).

2. What if I don't receive my child's report?

Please wait until 9.30am on Thursday 26 March before contacting us. After that, email admin@stpeters.ycst.co.uk or call 01423 569684.

3. Why might my child's report have gaps or blank sections?

This usually means your child hasn't yet studied that subject this year. Some subjects are taught in blocks, so this is typical.

4. Will the reports replace the detailed end-of-year report?

No. These reports are additional and extra. They are designed to support parent consultations during the year. You will still receive a comprehensive report at the end of the summer term as we have usually done.

5. What will be in the report?

Your child's report is designed to be clear and easy to understand. It will include key information such as their attendance so far this year, behaviour merits, attitudes to learning in different subjects, and their current attainment in other words, how they are doing compared to expected standards.

Teachers base these assessments on a range of evidence, including any standardised tests your child has completed. If these tests have been used, we can share the papers and results with you during parent consultations in April, so you have a fuller picture and can have more meaningful conversations with your child's teacher. This approach helps us work together to support your child's progress and ensure they have everything they need to succeed.

6. Can I still see my child's teacher if I need to at other times in the year?

Yes, of course. For brief messages, staff collect classes each morning and are also out at the end of each day. There will also be another open classroom event in the summer term. Where children have an Individual Learning Plan (ILP) there will be further individual parent ILP meetings in spring and summer. Parents can also make an appointment as needed by emailing admin@stpeters.ycst.co.uk or by calling 01423 569684. For non-urgent contact email is the most effective and efficient **method of contact**.

7. Why do the appointments show as 12 minutes on the system?

Each meeting still includes 10 minutes of focused conversation with the teacher. Appointments appear as 12 minutes because they include a short 2-minute transition time to help everyone move calmly between teachers.