



St. Peter's

Church of England Primary School

Love Learn Shine

Friday 17 April 2026

Dear Parents and Carers,

I am writing to remind you about our upcoming Parent Consultation Meetings, which will take place next week. These meetings are an important opportunity to talk with your child's teacher about how they are settling, their progress, and how we can continue to work together to support their learning.

Parent Consultation Dates and Times

- Tuesday 21 April 2026 – 3.45pm to 7.50pm
- Thursday 23 April 2026 – 3.45pm to 7.50pm

An equal number of appointments are available on both evenings.

Appointments are booked through Arbor, using either the Parent Portal or the Parent App. Booking opened on Monday 20 March, and appointments are allocated on a first-come, first-served basis. Appointments can be booked online up until midday on Tuesday 21 April. After this time, parents wishing to make an appointment should contact the school office directly via admin@stpeters.ycst.co.uk or call 01423 569684.

When booking, appointments appear as 12 minutes, which includes a short 2-minute transition time to allow everyone to move calmly between meetings. The discussion time with the teacher remains 10 minutes, which is usually sufficient to cover key points and next steps for most children.

To show fairness and respect to all families, teachers will keep meetings to time so that every parent is able to access their full, booked appointment without delay. Where a conversation would benefit from more time, staff will offer a suitable follow-up, such as arranging a further meeting or a phone call. Families are also welcome to request an additional appointment via the school office if they feel further discussion would be helpful.

Please note that Arbor does not always reflect teachers' working days. The table below shows which teacher will be available on each evening:

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	Miss Wilson
Starlings – Year 4	Mrs Martin	Mrs Pywell
Hérons – Year 4&5	Miss Emsley	Mrs Robbins
Eagles – Year 5&6	Mrs Henderson	Mrs Williams
Ravens – Year 5&6	Mrs Jaeger	Mrs Jaeger

Whichever evening you attend, teachers will be fully prepared to discuss your child's learning and next steps.

Parent consultations are focused, forward-looking conversations about your child’s learning, attitudes, and wellbeing. Any questions about your child’s report can be discussed during the meeting, along with next steps and ways you can support learning at home. Clear signage will be in place on the evenings to help guide you to where staff are based.

Locations

Class	Waiting area	Appointments Classroom(s)	Floor
Wrens	Sparrows	Wrens & Kingfishers	Ground floor
Kingfishers			
Sparrows			
Owls	Library	Starlings (next to library)	First floor
Starlings			
Hérons	Library	Ravens (next to staffroom)	
Eagles			
Ravens			

Lower Hall – Mr Griffiths and Mrs Jones supervise any children needing to attend with parents. Freestanding signs used to welcome and direct families.

If you have any questions or require support with bookings, please contact us at admin@stpeters.ycst.co.uk or call the school office on 01423 569684. For non-urgent queries, email is the most effective method of contact.

Thank you, as always, for your continued support. We look forward to seeing you next week.

Best wishes

Mr Paul Griffiths – Headteacher

Parent Consultations 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. 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 later 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.

3. 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 between teachers.

4. What if I can't attend a parent consultation on either evening?

If you are unable to attend on either date, please contact the school office via admin@stpeters.ycst.co.uk or on 01423 569684. We will do our best to help arrange an alternative, such as a telephone conversation, where this is possible.

5. Do I need to prepare anything before the parent consultation?

No formal preparation is needed. However, you may find it helpful to think about any questions you have or anything you would like to discuss regarding your child's learning, wellbeing, or next steps. If you have queries about your child's report, these can be discussed during the meeting.

6. Can my child attend the parent consultation?

Parent consultation meetings are intended for parents and carers to meet with the teacher. Free supervision for school-aged children will be available in the school hall, where children can be cared for by Mrs Jones and Mr Griffiths while you attend your appointment.

If a teacher feels it would be helpful to speak directly with your child with you present, they will let you know and arrange this separately at a later time.

7. What if I feel I need more than 10 minutes to speak with the teacher?

The 10-minute appointment is usually enough to cover key points and next steps for most pupils. However, we recognise that on occasion a conversation may feel like it needs more time.

Teachers are very mindful of other parents waiting to attend their booked appointments, so meetings will be kept to time to ensure fairness for everyone. If a longer discussion is needed, staff will offer a suitable follow-up, such as arranging another meeting or a phone conversation.

If families feel they would benefit from further discussion, you are always welcome to request an additional appointment by contacting the school office.