

# The Round House Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee Year 2012

School Drive, St. Neots, Cambridgeshire PE19 6AW  
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CEO: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Executive Headteacher: Mrs Tracy Bryden BSc (Hons) PGCE

6<sup>th</sup> October 2023

Dear Parents and Carers

## Parent Consultations

We are holding Parent Consultations on Tuesday 17<sup>th</sup> October from 3.30pm to 7.00pm and Wednesday 18<sup>th</sup> October from 3.30pm to 6.00pm. These appointments will be held in person this year in the school hall. Teachers will be available for a 10 minute slot for each pupil. **If your child is in Wren, Kingfisher or Warbler Class you will only be able to book an appointment on Tuesday 17<sup>th</sup> October due to other staff commitments.** Please note that you will not be able to book an appointment on these dates if you attended the SEND Parent Consultations on Tuesday 10<sup>th</sup> October.

We will be using the school Arbor system for you to book these appointments at a time that is convenient for you. To do this you will need to log into the Online Arbor system or the Arbor Education App. If you haven't yet signed up to Arbor, this can be downloaded from the App store or from Google Play, and you will need to search for The Round House Primary Academy. You will be able to log in using the email address we have for you on file and you will be asked to create a password. You will then be asked to enter the date of birth of your child to link you to their account.

Once you have created an account you will need to select an appointment time via the Guardian Consultation page. This will be available from 4.00pm on Friday 6<sup>th</sup> October until 11.59pm on Monday 16<sup>th</sup> October when the booking system closes.

If you have any issues accessing the site, please contact the school office.

Yours sincerely



Mrs Tracy Bryden  
Executive Headteacher  
On behalf of The Round House Primary Academy (part of TDLPT)

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