



Vigo Primary School

Opening a World of Learning and Opportunity

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Headteacher: Mrs R Dance

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SENCO: Mrs S Wright

Ref: Parents Evening – November 2024

Monday 11th November 2024

Dear Parents and Carers

I would like to invite you to book your appointment for our **Face-to-Face Parents Evening on Wednesday 20th November 2024**. Booking will open today at 6:00pm and close on Monday 18th November at 6:00pm.

Parents Evening provides you with an opportunity to meet with your child's Class Teacher and allows you to discuss progress and attainment and to answer any questions you may have. Each meeting appointment is ten minutes long after which time the meeting will end. If you anticipate needing more time than this, please make an appointment to speak to your child's Class Teacher at a later date.

Face-to-face parents evening meetings can be booked using the Arbor Parent Portal or Arbor App. You will see a **Parents Evening – Class Teacher** notification under the 'Guardian Consultation' section on your Arbor dashboard, this will take you straight to the live booking section for your child's class teacher. If your child attends the Resource Provision or KS1 SEN Provision, there will be additional notifications that will enable you to book an appointment with the provision lead teacher in addition to booking with the class teacher. The links will be displayed as: **Parents Evening – Resource Provision (Rainforest) / Parents Evening – KS1 SEN Provision (Stepping Stones)**.

Virtual Parents Evening will take place on Wednesday 27th November 2024. We will be using SchoolCloud virtual parents evening platform to host the meetings; however, we will send details about how to book via email and the Arbor In-App Messages on Monday 18th November.

If you have not set up your Arbor Parent Portal/Arbor App, please follow the instructions below to set up your account:

- 1) The Parent App can be downloaded from either the Playstore on android phones or the Apple Store on iPhones
- 2) To create your account, you just need to set a password. Your username is the email address you have registered with the school
- 3) Go to: <https://login.arbor.sc> (Vigo Primary School will appear as an option) and click **Forgot your password?** A link will be sent to your email address to reset your password to finish setting up your account.
- 4) Don't forget to enable push-app notifications on your mobile device to receive notifications when we send in-app messages, you can do this by selecting the following: Settings, Notifications, Select Arbor App, toggle on 'Allow Notifications' at the top

If you have any questions regarding parents evening, please do not hesitate to contact the school office by emailing adminoffice@vigo.hants.sch.uk.

Yours faithfully

R. Dance

Mrs Dance
Headteacher

