



PHILIP MORANT

SCHOOL & COLLEGE

SNL\me\Y10ProgressEvening

19th April 2024

To: All Year 10 Parents/Carers

Dear Parents/Carers

Year 10 Progress Evening – Thursday 2nd May 2024

I am pleased to invite you to the Year 10 Progress Evening which will be held virtually on **Thursday 2nd May 2024 between 16.00 and 19.00**. This is an important evening for all of us and we hope that you and your son/daughter will be able to participate in order to discuss the progress of your child. Appointments are made online via Arbor which means that you can select your appointment times to suit you.

If you haven't signed up to use Arbor before, we would encourage you to do so. Additionally, if you don't feel you have access to a suitable device or smartphone for the virtual meeting we can offer some assistance, please call the school for further advice.

Booking appointments

When you log into Arbor, click on 'Guardian Consultations', where it will take you to a list of the teachers who teach your child. Please select all those you wish to 'virtually' meet with. Appointment slots are 5 minutes in length and you are required to have 5 minutes between each booking. The booking system will be open from **Friday 19th April at 18:00 until Wednesday 1st May at 08:00**.

Please note, if you are trying to book for a teacher and no slots are available this means the teachers are fully booked, please [CLICK HERE](#) to complete the form to request an update for your child from the teachers who you couldn't get an appointment with.

Please be aware the following members of staff will be taking their appointments on the following dates: (these appointments are separate events but still bookable when the system opens on Friday 19th April at 18:00.

Mrs Davies - will take appointments on Tuesday 30th April 2024

Mrs Hicks - will take appointments on Wednesday 1st May 2024

Mrs Halim - will take appointments on Wednesday 1st May 2024

[How to book Progress meetings via Arbor.](#)

Accessing appointments on the night

Once appointments are booked through Arbor you will be able to see those on your Arbor app. Each appointment is joined through a Google meet. On the day of the Progress Meeting you will be issued with links for each member of staff. Please click on the link no more than 5 minutes before your appointment time. You will need to be admitted to the meeting by the member of staff. The meetings will all be done via audio and cameras should be switched off.

If you are unable to use the online appointment system or experience any difficulties during the evening please email contact@pmsc.school. We will be monitoring this address throughout the evening. If you do get in touch on the night, please provide a contact number should we need to speak to you over the phone.

Yours sincerely

Mrs S Neill
Head of School

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