Cottingley Village Primary School

Headteacher: Mrs Kirsty Hutchinson
CEO: Mr Duncan Jacques CBE

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21st October 2026

Dear Parents, Carers and Friends,

Parental consultations will take place on Tuesday 10th November 3.30pm – 6.00pm and Wednesday 11th November 3.30pm – 7.00pm.

All consultations will take place in person. Should you require a phone call consultation please speak to the class teacher about this and arrange a mutually convenient time separately.

Each consultation slot lasts for 10 minutes. We would be very grateful if you would be mindful of this when speaking to staff. If a longer time is needed to discuss something in more detail, we would be very grateful if this could be done by making a separate appointment time to the consultation. This way appointments run to time and accommodate all parents.

Please ensure children are collected on time from their classroom before attending the consultation.

Important Information – Parents' Evening Bookings

You will need to book an appointment through the Arbor Parent Portal or App. The Arbor booking system will 'go live' on **Tuesday 3rd November at 6.00pm.** If you need them, instructions can be found on the Arbor Support Page for how to book your appointment. The booking system will close on **Tuesday 10th November at 11.30am.**

- Please ensure that only one parent or carer logs into the Arbor Parent Portal or App to make your booking.
- Separated parents/carers can book individual appointments if needed, please contact the school office for the second appointment booking.
- Please note that if you arrive late, your appointment may not be able to take place.

Please can we ask that if you make an appointment to speak to teaching staff and are unable to attend at the allotted time, that you inform us as soon as possible. Thank you.

If you have any queries, please do not hesitate to contact us.

With kind regards,

Kirsty Hutchinson
Headteacher