



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Wednesday 8th October 2025

Dear Parents/Carers,

Consultations Evenings

We are holding our autumn consultation meetings on **Tuesday 4th November**, **Wednesday 5th November** and **Thursday 6th November**. This term, all consultations will be **face-to-face in school**.

These meetings are to celebrate the successes the children have had since the beginning of the year, their progress to date and the targets that have been set for them moving forward. It is important that parents and carers are part of the discussion with staff and we would strongly encourage you to make an appointment with your child's teacher.

Parents may attend on their own; however in Key stage 2 (years 3 – 6), children are encouraged to be more independent learners. With this in mind, so that your children can be involved in their learning journey, it would be beneficial for them to attend the meeting with you. This gives them the opportunity to celebrate their successes and discuss their challenges and future targets in partnership with their parents or carers and teacher.

Appointments should be booked by parents through **Arbor** and will be for ten minutes. The appointment booking window will be open from **Monday 13th October at 16:00** until **Monday 3rd November at 12:00**.

How parents can book guardian consultations:

1. Log in to the Parent Portal or Parent App.
2. Check the homepage or menu for upcoming Guardian Consultations.
3. Click to access the booking page and select a meeting.
4. Choose a time slot and select which guardians will attend.
5. Confirm the booking and receive email confirmation.
6. Edit bookings by rescheduling or amending guardians if necessary.

Ensure at least one guardian is selected to avoid errors.

If you need additional help with booking, please see the Arbor information [by clicking here](#). If you encounter any problems please contact techsupport@meadgate.essex.sch.uk.

Mrs Ing, our SENDCO, will be available on **Tuesday 4th November**, to see any parents that have specifically SEND related questions or concerns. This appointment does not replace your time with the class teacher, who will have information regarding progress in class, related to specific subject areas.

If you have recently had a meeting with Mrs Ing, or see her regularly as part of your child's SEND review cycle, you will not need an additional appointment, unless there are new developments. This appointment will not replace any normal SEND discussions you have. To make an appointment with Mrs Ing, please follow the same procedure as booking for your child's class teacher.

To ensure you are able to book the most convenient time for you, we would advise you book early to avoid disappointment, as the slots do fill quickly.

Yours sincerely,

The School Office

