



Lavant

C.E. Primary School

Headteacher: Mr Adrian King B.A Hons (QTS) NPQH

West Stoke Road
Lavant Chichester
West Sussex PO18 0BW

Tel: 01243 527382

E-mail: office@lavant.w-sussex.sch.uk

Website: www.lavant.w-sussex.sch.uk

29th January 2026

Dear Parents and Guardians

BOOKING SYSTEM FOR PARENT CONSULTATIONS

Parent consultation evenings this term will be on Tuesday 10th February and Wednesday 11th February from 3.30pm - 6.10pm. This will be an opportunity for you to meet your child's teacher to discuss your child's learning and progress. We Will have a film on in the Hub for children to watch whilst you attend your parent consultation

Each consultation will last up to 10 minutes. Please note that if you have more than one child not to book consecutive appointments as this will enable you to move between classrooms. We would ask that if you have anything you wish to discuss in greater detail to make an appointment for another time.

If your child has additional support in school and you would like to talk to Mrs Everard, she will be available to meet with you during parent consultations on Wednesday 11th.

To help your child's teacher prepare for your meeting please take some time to note down your child's attitude to learning at school and record any particular issues that you would like to discuss at parents evening. Please give honest and balanced views – this should make the meetings even more helpful. Please complete both boxes and return to school by **Monday 9th February**.

All appointments must be booked via your Arbor account

To book your appointment, please use your Arbor account.

- Login to Arbor and select Guardian Consultations to book your appointment.
- Please note there is one appointment per child. If you require an additional appointment, please contact your child's class teacher directly.

**The booking window will open at 6:00pm on Sunday 1st February
and close at 12.00pm on Thursday 5th February 2026**

Yours sincerely

Adrian King

