



Stamford Green

Primary School and Nursery



7 October 2026

Dear Parents/Carers,

Parent/Carer and Teacher Consultations – Wednesday 4 November and Thursday 12 November 2025

I am writing to invite you to a Parent/Carer and Teacher Consultation (PCTC), where you will have the opportunity to meet your child's teacher(s) for ten minutes and discuss your child's progress in all areas of the curriculum. Consultations with the teachers will take place in the Hall and the Studio. This then means that you are very welcome to arrive early or stay after your appointment, to look at your child's books in their classroom. Access to the Hall and the Studio will be through the East and West Gates. The West Gate will close at 6.30pm for entrance but you will be able to exit this way until 6.45pm. If you arrive via the West Gate, please follow the path to the left of the school, through the East Gate and in through the front door of the school.

Teachers based in the hall	Teachers based in the studio
- Nursery (For Nursery, books and folders will be in the Secret Corner, next to 1S and IQ Room.) - Y1, Y2, Y4, Y5 (For 1AS, books and folders will be outside the classroom until 4.30pm on Wednesday 4 November, as an external club will be using 1AS.)	YR, Y3, Y6 (For RB, RD and 6B, books and folders will be outside the classroom, as the classrooms will be in use.)

Please can we remind parents/carers not to bring their children to school for the duration of the event. With nearly 700 pupils in the school we do not have anyone to supervise them, or the space to accommodate children who are waiting whilst their parents/carers meet their teacher. We would encourage parents/carers to help each other out with reciprocal arrangements for childcare.

You will be able to book appointments using Arbor before the event and the system will be open from **Monday 12 October at 10.00am**. We are only able to offer one appointment per child. Bookings will close at 9.00am the day before the first consultation date and the system works on a first come, first served basis. If you have more than one child at the school, we advise that you **do not** make consecutive bookings and allow at least one slot of transition time. Teachers will not be able to make allowances if your previous appointment overruns.

I have attached a step-by-step guide below for full instructions for how to book an appointment with your child's class teacher on Arbor.

You can amend or cancel your bookings on Scopay before 9.00am on Tuesday 3 November. After this time please contact Mrs Hughes in the school office if you need to cancel your appointment.

Other information

Throughout the evenings both myself, Miss Swann and Mrs Dray will be available to answer any questions you may have so please feel free to stop and chat.

Any 'External Clubs' will take place as usual, e.g. Dee Dance, EzeeSport, Grow Cook Enjoy,

Should you need any assistance with booking an appointment please contact Mrs Hughes via the office.

Kind regards,

Mrs L Druce
Headteacher