



Head of School Mrs Kate Lee

Dear Parents and Carers,

Autumn Term Parent Consultation Evenings

We are pleased to let you know that Parent Consultations are taking place in school on **Tuesday 21st** and **Thursday 23rd October**. These will provide you with the opportunity to speak with your child's teacher and discuss how your child has settled into the new school year.

If you would like to speak to Mrs K Lee, Head of School, or Mrs K Waterson, our school SENDCo, appointments will also be available on these days.

Please note the following for shared class teachers, although all teachers will show on both days, their availability is as follows:

Bumblebee Mrs Waters - Tuesday only
Bumblebee Mr Dolman - Thursday only
Ladybird Mrs Boot - Tuesday only
Ladybird Mrs Duke - Thursday only
Kingfisher Mrs Lawton - Tuesday only
Kingfisher Mrs Luker - Thursday only

The appointment slots will be available for you to book from **6pm on 13th October via the Arbor Parent App or the Arbor Parent Portal**. The bookings will close on **Monday 20th October at 12 noon**.

If you haven't set up the Arbor Parent App or Arbor Parent Portal, please see the instructions which have been included in this email.

Please see the instructions for booking your Parents' Evenings via the Arbor Parent App or Parent Portal below or follow this link for additional information in the Arbor parent's guide.

[Parents Evening Guide](#)

If you require any assistance, please don't hesitate to contact us.

Kind regards,
Shiphay Learning Academy



www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



Inspiring the individuals of today, for a better society tomorrow

Arbor Parent Portal

You'll see the upcoming Parent Evening (Guardian Consultation) on your home page.

The dates of the parents evening will be shown with a note of when the booking is available.

Guardian Consultations

Parents Evening
(24 Aug 2015, 16:00 - 25 Aug 2015, 19:00) ▶

Self scheduling open from 18 Aug 2015, 14:20 to 21 Aug 2015, 18:00. Please book your meeting slots for Parents Evening within this time.

Booking opens at 6pm on Monday 13th October. Once booking is available you'll be able to see the following option. Click to access the booking page and select the meeting to book.

Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00) *Self scheduling is open, please click here to book time slots.* ▶

« Back **Schedule Meeting**

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00 ▼

[Book time slot](#)

Notes

No notes added.

[Add note](#)

Click on the Time slot drop-down button and choose the time you would like to attend the consultation, and which guardians will be attending. Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.

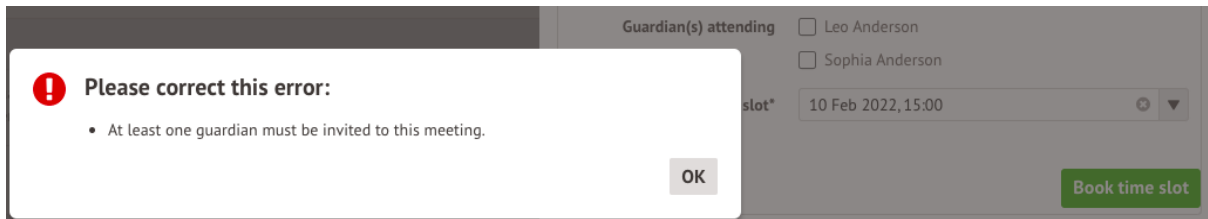


www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



Inspiring the individuals of today, for a better society tomorrow

Make sure at least one guardian is ticked, or you'll receive an error.



The page will then reload and show that your booking has been successful. You'll be sent an email confirmation.

Meetings	
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Time Slot: 25 Feb 2021, 16:00 - 16:10

You can edit your booking by returning to the page and clicking on your booking.

- Select a different time slot and click Reschedule meeting to change your slot.
- Click Amend guardians to remove one of the child's guardians or add them back into the meeting.

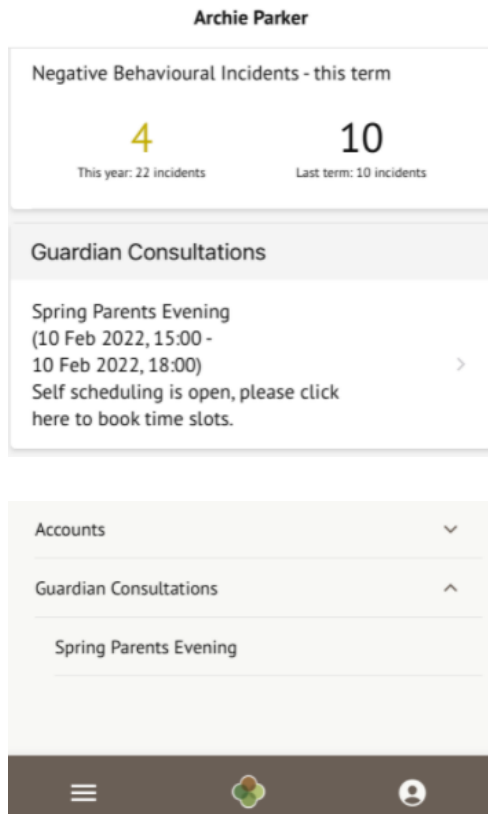


www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



Inspiring the individuals of today, for a better society tomorrow

Arbor Parent App



On the main page, you can select Guardian Consultations.

You can also use the menu. Click the menu icon at the bottom left of your screen, then select *Guardian Consultations*.



www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



Inspiring the individuals of today, for a better society tomorrow

This will take you to the consultation page. You can see the dates you can book meeting slots within, and also see when you can book these slots until.

You can download a list of the meetings you have booked as a PDF by clicking on the green Download my meetings button.

To book a meeting, click the available meeting at the bottom of the screen.

Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which and which guardians will be attending. Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into the Parent Portal.

Meeting
7A meeting (Archie Parker)

Meeting with staff
Abigail Graham

Concerning student
Archie Parker

Guardian(s) attending

Stephen Parker

Yvonne Parker

Time slot
10 Feb 2022, 15:00

Book Time Slot

Notes
No notes added.

Add Note

Consultation dates
10 Feb 2022, 15:00 - 18:00

Self scheduling period
01 Feb 2022, 08:00 - 10 Feb 2022, 08:00

Instructions
This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school to book an appointment.

Download My Meetings

Meetings

Meeting for Archie Parker
Students: Archie Parker
Form/Class: 7A
Staff: Abigail Graham
Time Slot: Not booked
Self scheduling is open from 01 Feb 2022, 08:00 - 10 Feb 2022, 08:00, please click to book time slot

Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.

You will be asked to confirm your choice and you'll be sent an email confirmation.



www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



Inspiring the individuals of today, for a better society tomorrow

Are you sure?

Are you sure you want to book this time slot? A confirmation will be sent by email.

Close

Yes

The page will then show that your booking has been successful.

Meetings

Meeting for Archie Parker
Students: Archie Parker
Form/Class: 7A >
Staff: Abigail Graham
Time Slot: 10 Feb 2022, 15:00 - 15:10

You can edit your booking by returning to the page and clicking on your booking. Select a different time slot and click Reschedule meeting to change your slot.



www.shiphay.com | 01803 613556 | shiphayadmin@rivieraet.co.uk
Shiphay Learning Academy, Exe Hill, Torquay, Devon TQ2 7NF



Inspiring the individuals of today, for a better society tomorrow