



10<sup>th</sup> November 2023

Dear Parents/Carers

### Interim Report – Autumn Term 2023

I am writing to inform you that your child's interim report is available to view by logging into your Arbor account through the Parent Portal.

Arbor already provides you with daily, up-to-the-minute information about how your child is doing at school, but this report contains a snapshot of their effort, behaviour and attitude to learning from their subject teachers. It also provides you with an indication of their projected attainment – what we believe pupils will achieve if they maintain their current effort, given in terms of age-related expectations (i.e. whether they are 'Developing' towards, 'Meeting' or 'Exceeding' the expected achievement for their age). You will receive a more detailed, 'main report' later in the year.

Please log into the Arbor Parent Portal to access your child's report.

To locate the report you will need to do the following:

- Open the quick actions orange tab in the top left hand corner of the page.
- Select report cards from the drop down menu.
- This will display the report in a list.
- Selecting the report will allow you to download your child's report to view as a PDF document. You can then save the document and print copies should you wish.

Should you be having issues accessing your child's report, do not hesitate to get in touch by emailing [arborqueries@codsall-middle.staffs.sch.uk](mailto:arborqueries@codsall-middle.staffs.sch.uk) and we will endeavour to assist you with your issues.

#### **Parents' Consultation Evenings:**

This report will be followed by parents' evenings with your child's subject teachers. Following parent feedback we are offering the opportunity for both in person and remotely delivered appointments.

Appointments will be bookable on either:

**Wednesday 22<sup>nd</sup> November between 4:00 – 6:30pm – (In person, in school)**

**Monday 27<sup>th</sup> November between 4.00 – 5.25pm (video call) 5:30pm – 6:30pm (In person, in school)**

At this meeting, you can discuss this report and any concerns you have about your child.

Heads of Year will be available to speak to on Wednesday 22<sup>nd</sup> November for pastoral discussions should you require it.

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#### **Codsall Middle School**

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 @codsall\_middle

## **Booking Appointments**

Whether you want to attend in person or remotely, appointments will be made on our school cloud booking system, with video calls accessed through the same system. To make the evenings manageable, parents will be limited to making **five appointments per child**. Appointments will be a maximum of 5 minutes.

Please log on to our parents evening booking system to book an appointment to see your child's teachers. <https://codsallms.schoolcloud.co.uk/> .

Please use the '[Parent help guides](#)' section of the school website to access 'Parents guide for booking appointments' if you are having difficulties.

For video appointments, it is crucial that you **follow the information about the process**. Please use the '[Parent help guides](#)' section of the school website to access 'How to access video appointments for parents evening', as your appointment will automatically end after this time and will not be able to be extended due to the time constraints of the evening.

Booking will open on **Friday 10<sup>th</sup> November** and will close on **Sunday 19<sup>th</sup> November**.

Please remember, if you cannot make an appointment on either evening, staff will be happy to communicate with you at another time, either via email or on the telephone.

We trust that you will find the report informative.

Yours sincerely

*Mrs S Thompson*

Mrs S Thompson  
Assistant Headteacher