

September 2026

Dear Parent/Carer,

At Laceby Stanford Primary Academy, we believe that open, positive communication between home and school is essential to helping every child thrive. Following the start of the new academic year, we warmly invite you and your child to attend an upcoming mentor meeting with their class teacher.

These 10-minute sessions provide a wonderful opportunity to share and celebrate how well your child has settled into their new class, highlight their early successes, and reflect on their positive progress so far. Together, we will build on this strong foundation by setting clear, encouraging goals for the rest of the year.

Meeting Schedule & Class Timetable

Meetings will take place between **Monday, 5th October** and **Friday, 16th October 2026**. Individual appointment slots are available each day between **8:45 AM and 5:00 PM**. Please refer to the table below for the specific date allocated to your child's class:

Week 1: Date	Class Allocation	Week 2: Date	Class Allocation
Monday, 5th Oct	Y5 Juniper- Mr Ruck	Monday, 12th Oct	FS Buttercup- Miss Wilson
Tuesday, 6th Oct	Y5 Star Anise- Miss Perrin	Tuesday, 13th Oct	Y1 Bluebell- Mr Middleton
Wednesday, 7th Oct	Y6 Barley- Miss Brown	Wednesday, 14th Oct	FS Sunflower- Miss Letch
Thursday, 8th Oct	Y2 Pumpkin- Mrs Brady	Thursday, 15th Oct	Y2 Daisy- Miss Farr
Friday, 9th Oct	Y4 Poppy- Miss Sutton	Friday, 16th Oct	Y3 Marigold- Miss Purshouse

How to Book Your Slot on Arbor

Please log in to the **Arbor Parent Portal** or **Arbor App** to select a 10-minute time slot (available between 8:45 AM and 4:50 PM) on your child's allocated day. Slots are booked on a first-come, first-served basis.

Step-by-step guide to booking:

1. Log in to the Arbor Parent Portal via web browser or open the Arbor Parent App on your mobile device.
2. Navigate to 'Guardian Consultations' (or look for the notification on your homepage).
3. Select your child's meeting, choose an available time slot from the drop-down menu, and select which guardians will attend.
4. Confirm your booking — you will receive an instant email confirmation once booked.

Laceby Stanford Primary Academy
Cooper Lane, Laceby, Grimsby, DN37 7AX

T. 01472 318003 E. office@lspa.org.uk

Discover how we make a difference at www.stanforduschool.org



Need help booking? For a detailed step-by-step visual guide on how to book via the app or web portal, please visit Arbor's official help page: [Arbor Booking Guide for Parents](https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App)

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Because these meetings focus on your child's personal growth, **we strongly encourage children to attend alongside their parents/carers** so they can proudly share their achievements and take an active role in discussing their next steps.

If your allocated date is not convenient for your family, or if you require any additional assistance or accessibility adjustments, please do not hesitate to contact the school office and our team will be delighted to assist you.

We look forward to seeing you and your child to celebrate their wonderful start to the school year.

Yours sincerely,

Mrs Clair Smith
Principal
Laceby Stanford Primary Academy

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