



**St Stephen's**  
CE Primary School

**Head Teacher:** Mrs S J Denney

**Assistant Head Teacher:** Mrs N Garside

February 2026

**Dear Parents and Carers,**

As part of our school's ongoing commitment to inclusion and high-quality SEND (Special Educational Needs and Disabilities) provision, I am offering parents and carers the opportunity to book a 10-minute appointment to discuss any SEND-related matters concerning your child.

These appointments are intended to be informal conversations where we can share information, answer questions and discuss any concerns you may have about your child's:

- learning and progress
- mental health and wellbeing
- sensory or physical needs
- communication and interaction

Your child does not need to be on the SEND register to attend one of these meetings. We recognise that needs can emerge at any time, and we want to work closely with families to ensure that every child is well supported in school.

Appointments will be available to book via the ARBOR app, allowing you to select a convenient time. We hope this flexible approach will make it easier for parents and carers to speak with us and continue to strengthen our partnership with families.

If you feel a conversation would be helpful, please do book an appointment. Meetings will be available to book on the app from 16<sup>th</sup> Feb at 2pm.

**Log in:** Open the Arbor App and log in using your registered email address.

**Locate Consultations:** On the main dashboard, look for the Guardian Consultations section.

**Select Event:** Click on the specific consultation event for your child.

Colville Drive, Bury, Lancashire, BL8 2DX

0161 764 1132

ststephens@thesycamoretrust.co.uk

www.ststephensceprimary.co.uk





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John 13:34 'Love one another, as I have loved you'

**Book a Slot:** Click on an available meeting time slot, fill in any necessary notes, and select which primary guardian(s) will attend.

**Confirm:** Click Book Time Slot. You will receive an email confirmation.

I look forward to meeting with you and working together to support your child.

Kind regards,

Mr Smith

SENDCO

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