

Wednesday, October 1, 2025

## Teacher Parent Meetings - Appointment Booking

Dear Parent/Carer,

Our first Teacher Parent meetings of the year will be taking place just before half-term and you should use the Arbor platform for booking your appointment. This is a wonderful opportunity for you to discuss how your child is settling into class and engaging with their learning.

The Teacher Parent meetings will take place on:

- **Tuesday 14<sup>th</sup> October between 3.40pm and 5.30pm**
- **Wednesday 15<sup>th</sup> October between 3.40pm and 7.30pm**
- **Thursday 16<sup>th</sup> October between 3.40pm and 5.30pm** (Heron Class only)

Each appointment will last approximately 10 minutes. While we aim to stick to the schedule, we appreciate your understanding if there are slight delays.

A handy guide on how to book an appointment can be found here <https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>

The booking system will go live from **6.30pm on Thursday 2<sup>nd</sup> October.**

It is only possible to book one appointment for each child. If parents require separate appointments please contact the school office on 01702 468461 to discuss this.

On the evening of your appointment please come to school in time for your meeting. The entry for Reception Year, Year 1, and Year 2 is through the main school entrance, please sign in with the staff member on duty and make your way to your child's class. There will be chairs and a selection of your child's work to look at while you wait for your meeting time. For nursery appointments, please go directly to the nursery building.

We will have our always popular Book Fair available on the Tuesday and Wednesday evening, please do have a look. Cash and card payments are accepted.

Thank you for your support, and we look forward to seeing you soon! If you are unable to make your booked appointment you can change or cancel this using Arbor. Please do this at the earliest opportunity so that the appointment is then available for others, thank you.

If you do not have access to the internet, please contact the school office where we will be able to help you with booking an appointment.

Kind regards,

Hamstel Infant School



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