



Dear Parent/s,

You are invited to attend our **Autumn Term Parents' Evenings** for parents and children, which will be held in school on the following dates:-

Early Parents' Evenings	All Classes	Monday 19 th October	3.20pm - 6pm*	Booking opens on 5 th Oct @Midday	Booking closes On 9 th Oct @Midday
Late Parents' Evenings	5J & 6J only	Wednesday 21 st October	4.50pm - 7.20pm*		
Late Parents' Evenings	All Classes (except 5J & 6J)	Thursday 22 nd October	4.50pm - 7.20pm*		

*Time of last appointment

You will have the opportunity to discuss how your child has settled into their new year group as well as their next steps for the year ahead. If your child's class has a job share, the appointment will be with the teacher who takes the class on the day of the Parents' Evening.

Kindly note, if you have already had a Learning Plan meeting for your child, please do not book a Parents' Evening appointment.

Appointment booking information via Arbor

- Parents need to access their child's **Arbor** account to book parents' evening slots
- Once bookings are open on Arbor, it will show as guardian consultations and you will be able to select a slot for either of the dates.
- Appointments are allocated on a first-come basis
- Each appointment time will be for 10 minutes, with **only one appointment per child** being allocated
- Parents are asked to leave a gap of at least 10 minutes, if booking slots for two or more children

We encourage parents to bring their child to the appointment as we are keen to involve the children in their learning as much as possible, although it is entirely up to you whether you would like your child to be part of the discussion with the teacher. Obviously if there are sensitive matters that might need to be discussed, we may ask that your child waits outside the classroom.

If you have any difficulties booking, please contact the school office on 01252 617928 or email adminoffice@heatherside-jun.hants.sch.uk

We very much look forward to meeting with you.

Yours sincerely

Mrs H Dunn
Headteacher