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Registered Charity No. 1128893

Executive Headteacher: Mr C Reed

Monday 2<sup>nd</sup> March 2026

Dear parents/carers,

### Parents Evenings March 2026

I would like to invite you to attend a Parents Evening at each school on the following dates between 3:30pm and 6:30pm:

#### Broughton Infant School

Tuesday 24<sup>th</sup> and Thursday 26<sup>th</sup> March 3.30-6.30pm

#### Broughton Junior School

Monday 23<sup>rd</sup> and Wednesday 25<sup>th</sup> March 3.30-6.30pm

Both parents evening events will take place in the main school halls of each school.

We will be using Arbor to allow you to book your meetings online using the parent portal/app. The **bookings will open at 6pm on Friday 6<sup>th</sup> March** and will close at 9am on Friday 20<sup>th</sup> March and this will be notified in the parent portal/app where it will state that self-scheduling is open as per the examples below:

#### Parent Portal

Guardian Consultations
Parents Evening (24 Aug 2015, 16:00 - 25 Aug 2015, 19:00) ▶
Self scheduling open from 18 Aug 2015, 14:20 to 21 Aug 2015, 18:00. Please book your meeting slots for Parents Evening within this time.

#### Parent App

Guardian Consultations
Spring Parents Evening (10 Feb 2022, 15:00 - 10 Feb 2022, 18:00) >
Self scheduling is open, please click here to book time slots.

The system is run on a first come, first served basis. A confirmation email will be sent to you detailing your booking date and time. Appointments for Mrs Kitchen SENCO, are optional where applicable. Please contact the school offices if you are having any problems with making a booking.

Here is a link to the Arbor help page with instructions of how to book <https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>

Please be prompt for your parents evening slots and remember that these are only 10 minutes. If your slot is overrunning or you are late for the appointment time, the teacher will stop your appointment to ensure the following sessions run on time.

Thank You

Mr C Reed

Executive Headteacher

