

Broughton Avenue
Aylesbury
Bucks
HP20 1NQ
01296 423276
office@broughton.bucks.sch.uk
Registered Charity No. 1119635



Narbeth Drive
Aylesbury
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HP20 1NX
01296 415642
office@broughtoninfant.bucks.sch.uk
Registered Charity No. 1128893

Executive Headteacher: Mr C Reed

5th October 2026

Dear parents/carers,

Parents' Evenings October 2026

This term we have decided to repeat the parents' evening style from the end of the last academic year. This is something that other local primary schools have started to do and the feedback was really positive from both parents and staff after a successful trial earlier this year.

We are going to host two parents' evenings; one at the Infants and one at the Juniors. These will start at 1:30pm and finish at 6:30pm. You will be able to book in the same way as usual using the online Arbor platform. You will have a face-to-face discussion with your child's class teacher about your child's progress and attainment and you will be able to look through the books together. After the parents' evening we would really appreciate your feedback on your experience.

The parents evening slots are as follows -

Broughton Infant School

Wednesday 21st October 1:30-6:30pm

Broughton Junior School

Tuesday 20th October 1:30-6:30pm

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 Wednesday 7th October and will close at 9am on Friday 16th October and this will be notified in the parent portal/app where it will state that the 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. Mrs Kitchen SENCO will be available at each session to chat with, no appointment is necessary. Please contact the school offices if you are having any problems with making a booking.



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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

A handwritten signature in black ink, appearing to read "C Reed", on a white background.

Mr C Reed
Executive Headteacher

