



**'Kind, Respectful, Best'**

**Brookland Federation**  
**Brookland Junior School**

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**Executive Headteacher – Mrs M. Barton**

**Head of School - Mr A. Pugh**



**Wednesday 11th March 2026**

**Parents' Evening Meetings**

Dear Parents & Carers,

As you would have seen in the newsletters, parents' evening meetings with the teacher are taking place in the final week of the Spring term.

The meetings for each year group will take place on the following days and times:

Year 3 and 4 – Tuesday 24th March 2026 from 1:30pm to 7pm.

Year 5 and 6 – Wednesday 25th March 2026 from 1:30pm to 7pm.

You will see from the timings that some of the meetings will take place during the school day for those parents who can make appointments during the day. As well as this, we have the evening appointments with the last bookable appointment being 6:50pm.

Appointments can be made online via the Arbor Parent Portal App, when the booking system goes live on Thursday 12th March at 7pm. At this time, please log into the app and there will be a message in the notices section where you will be able to book your appointment. Appointments are 10 minutes long. The booking system will close on Monday 23rd March 2026 at 3pm.

As in previous years, we are asking that only one parent per child in school logs on to make an appointment. As most classes have 30 children, this only allows for one appointment per family across the day. If an additional or different appointment date or time is required, we are asking that a separate appointment, at a time suitable to your child's class teacher and yourself, be made directly with your child's teacher. Please email your child's class teacher to arrange this via the class email.

As this is an online booking system, we are hoping that everything runs smoothly but if you do have any issues, please do email or call the school office.

On the day of the meeting, please arrive 10 minutes or so before your meeting so you can have a look through your child's books before speaking to the class teacher. Please arrive via the side hall doors.

We look forward to seeing you all for the meetings.

Kind regards,

***M. Barton***

Mrs Barton  
Executive Headteacher

***A. Pugh***

Mr Pugh  
Head of School