



Brookland Junior School

Elm Drive, Hertfordshire, Cheshunt, EN8 0RX

Tel: 01992 624487

Email: admin@brooklandjm.herts.sch.uk

Website: www.brooklandjm.herts.sch.uk



'Kind, Respectful, Best'

Headteacher – Mrs M. Barton

Tuesday 26th September 2023

Parents Consultation Meetings

Dear Parents & Carers,

As you would have seen in the newsletters, parent consultation meetings with the teacher (also known as parents evening) is taking place week beginning the 9th October 2023.

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

Year 3 and 4 – Monday 9th October 2023 from 1:30pm to 7pm.

Year 5 and 6 – Tuesday 10th October 2023 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 29th September 2023 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 Friday 6th October at 10am.**

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 meeting is early in the school year, this meeting will be mainly related to how your child has settled into their new year group and give early next steps and targets related to your child's learning and of course to meet your child's new class teacher.

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 from Friday 29th September 2023.

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 in school via the side hall doors.

We look forward to seeing you all for the meetings.

Kind regards,

M. Barton

Mrs Barton
Headteacher