



**'Kind, Respectful, Best'**

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

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**Executive Headteacher – Mrs M. Barton**

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



**Wednesday 8th October 2025**

## **Parents' Evening Meetings**

Dear Parents & Carers,

Parents' evening meetings with your child's class teacher will be taking place in the final week of the Autumn 1.

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

**Year 3, 4 and Birch class – Tuesday 21st October 2025 from 1:30pm to 7pm.**

**Year 5, Redwood and Willow class – Wednesday 22nd October 2025 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 9th October 2025 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 20th October 2025 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.

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  
Executive Headteacher

***A. Pugh***

Mr Pugh  
Head of School