

South Farnborough Junior School

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Headteacher: Mrs J Byrne

14th October 2025

Parent/Carer Consultation Meetings

Dear Parents/Carers

We are writing to inform you of an important change to the format of our Autumn Term parent-teacher consultation meetings. In the past, we have scheduled these meetings on three separate afternoons after the normal school day. Based on feedback and our goal to make these important conversations as convenient and accessible as possible for all families, we are transitioning to a new format.

Moving forward, all Parent-Teacher consultation meetings will take place on one single day, offering a blend of daytime and evening appointment slots.

The meetings will take place on **Monday 10th November**. Timings as follows:

- During the School Day: **1pm to 3pm**
- Extended Evening Hours: **4pm to 5.30pm** and then **6 to 8pm**

We believe this consolidated, all-day structure provides greater flexibility, allowing you to choose a time that best fits your personal and work schedules.

How to Book Your Appointment

Appointments will be face-to-face for 10 minutes and must be booked in advance. If you have more than one child, please try to leave a 10-minute gap between appointments to allow you time to move between appointments. Unfortunately, if you are late, you will miss your appointment or part of it, as staff need to keep to time in to ensure other appointments can take place as scheduled. Please note we are only able to offer one appointment per child. We would ask that separated parents please coordinate their availability so that they can both attend the same appointment slot. If this is not a suitable arrangement for your family, please contact the school office to discuss further.

Appointments can be booked via Arbor through either the Parent Portal or Arbor App. Appointments will be bookable from now until Wednesday 5th November. A guide on how to book can be found here: [Booking Parent's Evenings on the Parent Portal or Arbor App](#).

If you require any assistance with the booking process, please do not hesitate to contact the school office on 01252 565682 or email adminoffice@southfarnborough-jun.hants.sch.uk.

We look forward to seeing you and discussing your child's progress.

Kind regards

Mrs J Byrne
Headteacher

