

South Farnborough Junior School

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Headteacher: Mrs J Byrne

9th October 2026

Parent/Carer Consultation Meetings

Dear Parents/Carers

We would like to invite you to meet with your child's class teacher to discuss how your child has settled in to their new year group. There will also be a second opportunity during the Spring Term to meet and discuss their ongoing progress.

We will be offering face-to-face appointments on **Monday 9th November**.

Appointment times:

- During the school day: **1:10pm to 3:00pm**
- Early evening: **4:00pm to 5:40pm**
- Late evening: **6:00pm to 8:00pm**

Important Meeting Guidelines:

- **Duration:** Appointments are strictly **10 minutes**. Please arrive on time, as late arrivals may result in a shortened or missed slot to keep meetings running on schedule.
- **Children:** We politely request that children do not take part in the meeting. If they accompany you, they must remain in the designated waiting area.
- **Booking Allocation:** There are enough appointment slots for every child; therefore, we can only offer **one appointment per child**. We ask that separated parents coordinate availability to attend the same slot. If this arrangement is not suitable for your family, please contact the school office to discuss alternatives.

How to Book Your Appointment

Appointments must be booked via Arbor (parent portal or app)

- Booking opens: Monday 12th October at 7:00pm
- Booking closes: Friday 6th November at 3:25pm

If you require any assistance with booking, 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.

Kind regards

Mrs J Byrne
Headteacher

