

21 September 2026

Dear Parent/Carer,

Face to Face Parents' Evening - Year 11, Thursday 1 October 2026, 4.30pm – 7.30pm
Online Appointment Bookings - in school meetings via the Arbor App

We would like to invite you to attend our Year 11 Parents' Evening on Thursday 1 October 2026. This is an important opportunity to discuss your child's progress.

Please log in to your Parent Portal App or the Parent Portal website and select Guardian Consultations to book your appointments with teachers. For step-by-step guidance, please refer to the link 'How to Book Parent Consultations' (available for both the App and Portal). Once you have booked your appointments, you will receive a confirmation email.

If you have not yet accessed the Parent Portal, please follow this link for a comprehensive guide on how to register and download the app: 'Guide to Parent Portal and Parent App'. [A Guide to Parent Portal](#)

To ensure appointments run smoothly and on time, please allow sufficient travelling time between appointments.

Appointments can be made from **6.00pm on Wednesday 23 September 2026** and will close at **6.00pm on Wednesday 30 September 2026**. If you wish to make any changes after this date, please contact the Academy Office.

Some parents may be invited to a separate meeting with Mrs Sheppard, SENCo. If you have received such an invitation, please ensure you also make this booking through the system.

In order to give all parents/carers the opportunity to speak with teachers, each meeting will be limited to 5 minutes per teacher, please factor travel time into your appointments.

If you do not have access to the internet, please contact the Academy Office, who will be happy to make appointments on your behalf.

Thank you for your continued support. We welcome your feedback, and a short survey will be available at the event.

We look forward to seeing you at the Academy on **Thursday 1 October 2026**.

Your sincerely

A handwritten signature in black ink, appearing to read 'S Hamilton'.

Mrs S Hamilton
Principal

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