

Head:  
Mrs J Currant  
Tel:  
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# Broom Barns Primary School

Homestead Moat, Stevenage, Herts. SG1 1UE



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Deputy Head:  
Mrs J Phillips  
Assistant Head:  
Mrs L Hogan

15<sup>th</sup> September 2022

Dear Parents/Carers

**Nursery to Year 6 Parent Teacher Consultations are being held on:  
Thursday 13<sup>th</sup> October 1.30-7.00pm**

This is a learning and opportunity for you to meet your child's teacher and discuss your child's learning and progress. Each appointment is for ten minutes.

The school senco will be available to attend a limited number of appointments. Please let the office know if you would like her to attend.



Parents/Carers make their bookings through Arbor (online) in the Parent Evening section, and can be made **from 12pm on Friday, 16<sup>th</sup> September until 5pm on 7<sup>th</sup> October 2022**. Please note popular time slots get booked quickly. The Arbor booking system is an online system where parents/carers take control of their time slots, see what times are available instantly and log back in at any time, day or night, to remind yourself of your bookings.

### **Making Your Booking**

To book slots you;

- go onto your Arbor App > go to the Main Dashboard >
- click on Guardian Consultations to open up the date available >
- scroll down to the Meeting section and click onto this section >
- click Time Slot- this will open up the time slots still available >
- click the green section Book Time Slot - to confirm >
- you will be asked Are you sure?, click Yes >
- the confirmation will be on your screen and you will receive an email

We do hope that you will make every effort to attend.

Yours sincerely

*Mrs Currant*

Mrs Currant  
Headteacher