

Abbey Primary School
 Stuart Avenue, Forest Town
 NG19 0AB
 Email: office@abbey.notts.sch.uk
 ☎: 01623 481117
 Headteacher: Mr Neil Harris



Date: Monday 21st September 2026

Abbey Primary School Autumn Term Parents' Evening 2026

Monday 12th October – 3:00pm to 6:00pm – Miss Stirland's Y1 class only.

Tuesday 13th October – 3.30pm – 6.30pm - All classes except for Y1 Miss Stirland

Wednesday 14th October – 3.30pm – 6.30pm - All classes



Water

Dear Parents/Carers,



Air

I am writing to invite you to attend our first parents' evening meetings with teachers. This is an important opportunity for you to meet with the class teacher to discuss how your child has settled into school and ask any questions that you may have to ensure that they have the best year that they can have. Teachers will also talk about how you can support your child at home to ensure that they achieve their full potential. In line with our Home School Agreement, we are committed to working in partnership with you and request that you make every effort to make one of the slots that are available.

A ten-minute appointment will be allocated for each child. In fairness to everyone we request that you respect the 10-minute time slot.



Fire

The parents' meetings will all take place in our large hall and the studio will be used as a waiting area. **Entry and exit for all parents will be via the studio.**

May I take this opportunity to remind you that if you have a problem concerning your child at any time during the school year, you should contact your child's class teacher immediately.

We will be using the online appointment system using Arbor that was introduced last year. This should make it easier for you to book a time that you and to align times easier if you have more than one child to book for.



suits

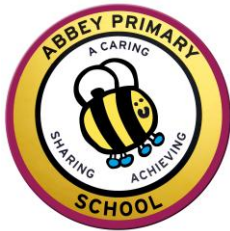


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In order to make it fair for all parents, the appointment system will be open and available for you to book times from **Monday 28th September at 7.30am.**

Please follow the steps below to book your time slot.





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How to Book Your Appointment

1. Log in

Open the Arbor Parent App and log in.

2. Find the Event

On the main dashboard or menu, look for **"Guardian Consultations"**

3. Select Your Child

If you have more than one child at the school, please select the correct child. Appointments must be booked separately for each child.

4. Choose a Teacher

Click on the green **"Guardian Consultation"** link to view the list of available teachers and appointment slots.

5. Select a Time Slot

Use the dropdown menu to choose an available time for your meeting.

6. Confirm Your Booking

Click **"Book"** or **"Book Time Slot,"** then confirm your choice when prompted.

7. Check Confirmation

A confirmation message will appear on screen, and you will also receive a confirmation email.



Air

Important Information

The appointments will be on a first-come, first-served basis, so we recommend booking as soon as possible.

Please only book one appointment for each child unless previously agreed with the school.

You can edit or cancel your appointment during the booking window by returning to the **"Guardian Consultations"** section and selecting your booking. If the booking window has closed and you need to make changes, please contact the school directly.

If you experience any difficulties with booking, please do not hesitate to get in touch with us.



Fire

We look forward to meeting you.

Yours sincerely,

Mr N Harris
Headteacher



Earth

