

# Sparsholt C of E Primary School

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Dear Parents and Carers,

We are pleased to let you know that our upcoming Parent Evenings will be **in person** and you will be able to book your 10-minute time slot via your Arbor app or Arbor parent portal from **5pm** on Friday 6<sup>th</sup> February 2026.

Please see the booking instructions below and an online link to a more detailed help guide from Arbor:

## Booking instructions for parent portal users

- You'll see on your Arbor homepage that there is an upcoming Guardian Consultation
- Your guardian consultations should be showing as 'Parents evening – Monday 9<sup>th</sup> to Thursday 12<sup>th</sup> March 2026'
- Within the Guardian consultation you will be able to see that bookings ('self-scheduling') will be open from **5pm on Friday 6<sup>th</sup> February** and will close at **1pm on Friday 6<sup>th</sup> March**
- Bookable slots will be available on Monday 9<sup>th</sup> March and Thursday 12<sup>th</sup> March
- Click into the evening you would like to attend
- Click on the **time slot** drop-down button and choose the 10-minute time slot you would like to book for your Parents Evening, and which Primary Guardians will be attending
- Please make sure that at least one guardian is ticked as attending, or you'll receive an error message
- The page will then reload and show that your booking has been successful
- You will be sent an email confirmation

Please see a more detailed help guide, including how to book via the Arbor app, below:

**<https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>**

If you have any questions or are unable to book a slot, please do not hesitate to contact the school office.

Best wishes,

*Kate and Emily*

Admin team