Crowland Primary School

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Headteacher: Mrs Stav Stavrinou
Co-Head: Mr Craig Winnard

21st October 2026

EYFS Parents' Consultations

Dear Parents and Carers,

We're pleased to announce that this year's EYFS Parents' Meeting will take place after the October half term. These meetings are a valuable opportunity to catch up with you and share how your child has settled into school life.

Please note that there will be a small change to how we run Parents' Evening in EYFS this year.

Parents will now be able to book a 1:1 appointment with their child's class teacher across a dedicated afternoon, with appointment times available between 1:00pm and 6:00pm. We hope this change will make it easier for all families to attend by offering a broader range of time slots and ensuring we can meet with everyone in one day.

Dates for each class are as follows:

- Cuckoo Class: Monday 9th November
- Canary Class: Tuesday 10th November
- Budgie Class: Wednesday 11th November
- Bluebird Class: Thursday 12th November

Appointments will be available to book via Arbor. Slots will go live on tomorrow, Thursday 22nd October at 8am, and we encourage you to book your meeting in advance.

Please visit **https://crowland-primary-school.uk.arbor.education/** to book your appointments. A short guide on how to add appointments is included with this letter.

If you have any questions or need help with booking, please don't hesitate to speak to your child's class teacher.

We look forward to meeting with you and sharing how your child is getting on in their new class.

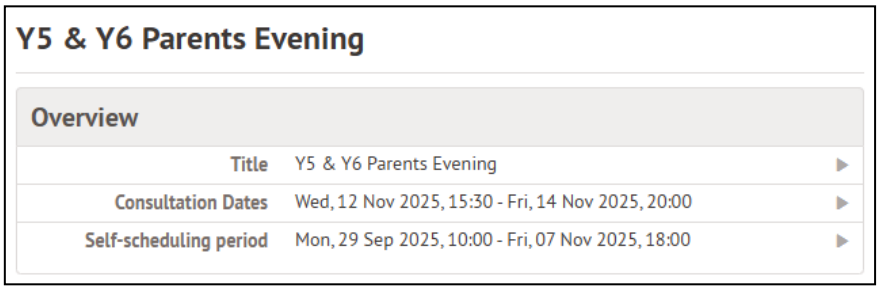
Kind regards

Ms Bateman
Head of Early Years

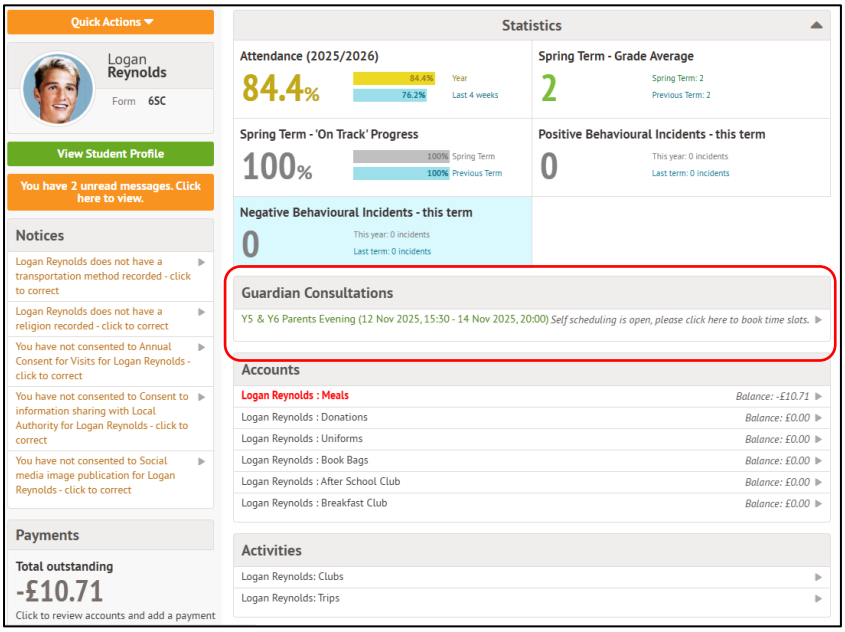
Parents' Guide for Booking Appointments

Booking Meetings in the Parent Portal

in the Self-Scheduling period (as shown below)



The Guardians / Parents View

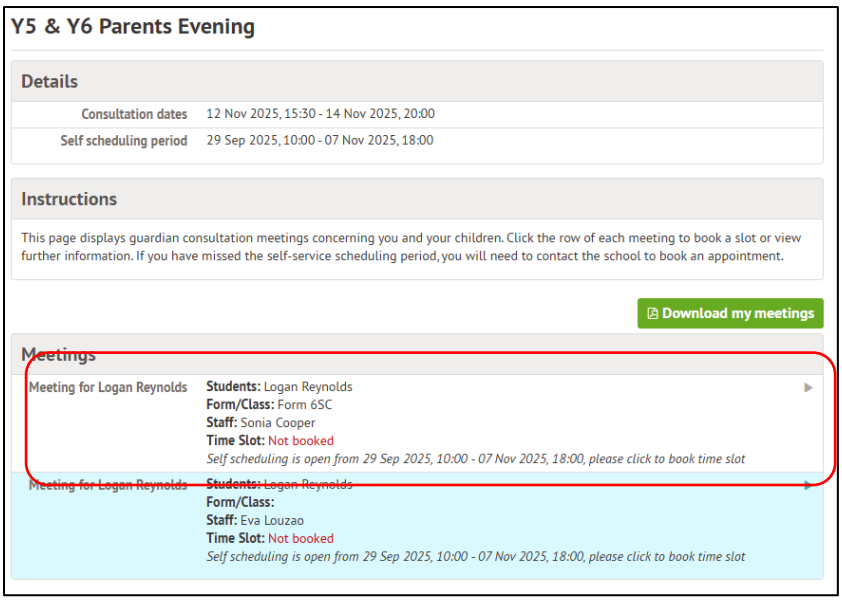


- Log in to Parent Portal

- Within the **Guardian Consultations** area

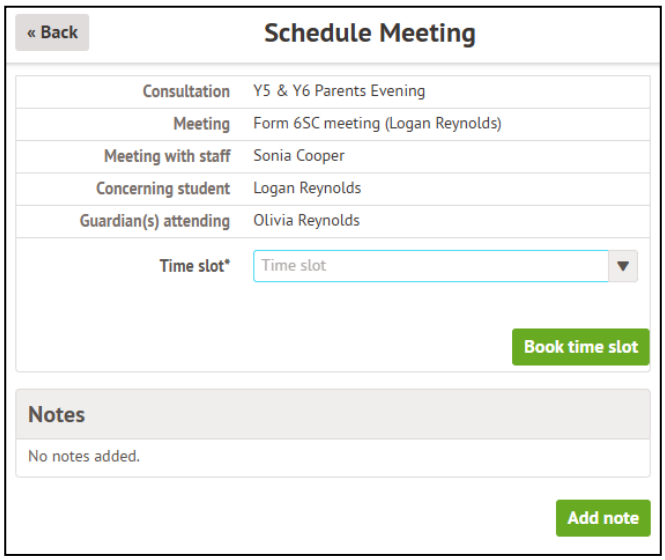
- Click on the **Parents Evening**

Within the **Meetings** area

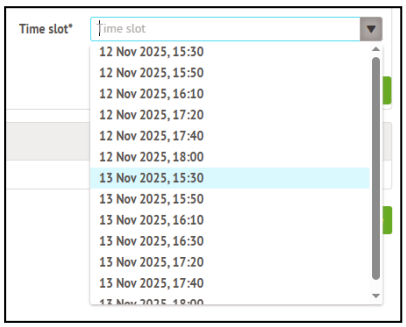


- Click on the **Meeting**

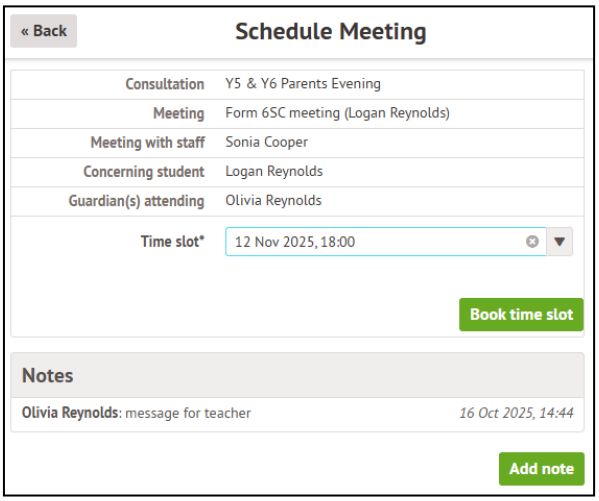
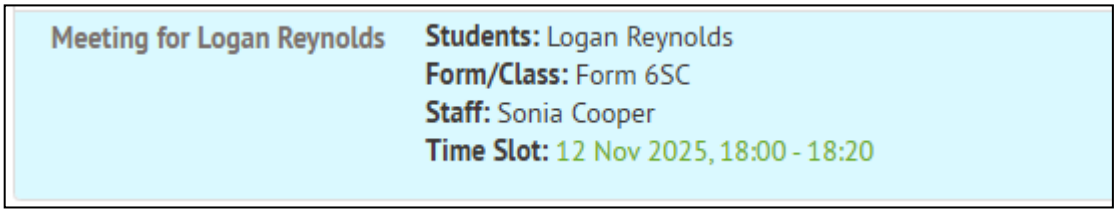
- The Schedule Meeting box appears



- Click in the **Time Slot** box and select your preferred time



- If you want to add a note for the person you are meeting with, click on the green **Add** note button



- Type in your message
- Click on the green **Add note** button
- Once you have selected your Time Slot and added your Note, Click on the green **Book time slot** button
- Click on the green **Yes** button to confirm
- Your meeting will then show in your portal app (as shown below)