



**ST JAMES CATHOLIC
PRIMARY SCHOOL, HEBBURN**

26th September 2025

Dear Parents and Carers,

Parents' Evenings – Reception, KS1 & KS2

Two Parents' Evenings have been arranged for you to see your child's teacher on, **Monday 13th October and Tuesday 14th October, between 3:45pm and 6:00pm**

If you wish to make an appointment to see your child's teacher, **please follow the instructions overleaf to book your parent consultation on Arbor. The booking window for parent bookings is between Wednesday 1st October and Friday 10th October.**

If you encounter any issues or cannot find the booking option, please contact the school office for support.

Yours sincerely,

Francesca Heslop,
Headteacher.

Mrs Francesca Heslop
Headteacher
BSc (Hons) P.G.C.E.

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Bishop Chadwick
Catholic Education Trust

Step-by-Step Guide to booking your child's parents evening on Arbor

1. **Log in:** Access the Arbor Parent Portal through your school's Arbor App. You should all have been given your login details. If you need login details, please get in touch with the school office
2. **Locate Parents' Evening:**
 - **On the App:** Look for "Guardian Consultations" on the main page or find it in the menu (three lines).
 - **On the Portal:** Navigate to the specific student's profile or the "Guardian Consultations" section.
3. **Access Booking:** Click on the relevant parents' evening or consultation event to access the booking screen.
4. **Select a Teacher & Time Slot:**
 - The page will show the teachers available for booking.
 - Click on the student and staff member's name to see the available time slots.
 - Select the desired time from the drop-down menu.
5. **Confirm Your Booking:** Click the "Book Time Slot" button and then confirm your choice on the pop-up window.

Important Notes

- **Booking Window:** You can only book appointments when the booking period is open, which your school will communicate.
- **Multiple Children:** If you have more than one child at the school, you can switch between their profiles to book appointments.
- **Editing Bookings:** You can return to the page and click on your existing booking to change your chosen time slot.

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