



London Borough
of Hounslow

Fairholme Primary School

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Headteacher: Mrs G. Harris

7th October 2026

Dear Families

Parents Evening Meetings: Wednesday 21st October and Thursday 22nd October

We are really looking forward to seeing everyone for our Parents Evenings in a couple of weeks' time and celebrating all the learning your child has done so far this year. It is also a great opportunity for families to meet with your child's teacher. For the first time, **we will be using the Arbor Guardian Consultation booking system to book appointments.** This will allow you to book your parents' evening appointment(s) from your smartphone or tablet using the Parent Portal or Arbor App.

The booking system will be live from 8:00pm on Thursday 8th October. The booking system will close at 10:00am on Wednesday 21st October. (As this is the first time that we are organising our bookings this way, we hope you will bear with us if there are any last-minute glitches to iron out.)

Each appointment with your child's teacher is 10 minutes long, but we ask that you arrive 10 minutes before your appointment start time so that you can have a look at your child's books and the brilliant learning they have been doing so far this term. **Please do not book consecutive sibling appointments – you will need to allow a gap of at least 10 minutes between your appointment times to enable you to move between classrooms and avoid delays.** There are more instructions about how to book appointments overleaf.

You may wish to bring your child to the appointment with you but we also recognise that parents/carers may wish to have open and honest conversations without children being present.

We request that for separated parents, they try and make the one appointment, where all parents are welcome. We would usually expect parents to communicate with each other regarding these arrangements. On request, the school will consider separate appointments if you feel this would be helpful but this may not be facilitated on the dates above.

If your child has SEND and you would like to make a separate appointment with Mr Doyle, please book an appointment with him on Arbor – if there are none available at a convenient time, then email your request to office@fairholme.hounslow.sch.uk.

If you have any issues or queries with the process, please contact the school office.

Kind regards

Mrs G. Harris
Headteacher



Instructions for booking Parents Evening appointment on Arbor

You can book a guardian consultation (parents' evening) appointment through the Arbor Parent Portal or the Arbor mobile app once the booking window opens.

1. **Log in:** Open the **Arbor Parent Portal** on your web browser or open the **Arbor App** on your phone/tablet.
2. **Find the event:** Look at your homepage dashboard for the **Guardian Consultations** section, or tap the menu icon and select **Guardian Consultations**.
3. **Select a child:** If you have more than one child at the school, choose the correct student from your list. (You must book a separate time slot for each child).
4. **Choose a time slot:** Click on the available meeting or consultation event at the bottom of the screen.
5. **Select details:**
 - Click the **Time slot** drop-down menu and pick an available time.
 - Select which guardians will attend (at least one guardian must be ticked).
 - Add any optional notes for the teacher if needed.
6. **Confirm booking:** Click **Book Time Slot** and confirm your choice. You will receive an email confirmation.
7. If you are **booking for more than one child, please allow at least 10 minutes between the end of one appointment and the start of the next appointment – do not book consecutive appointments as you will need time to move between classrooms and look at your children's books.**
8. Please arrive 10 minutes before your child's appointment time so that you can look through your child's work and see what they have been learning.

Managing Your Bookings

- **Reschedule or Cancel:** Go back into the Guardian Consultations section on the portal or app to change your time slot or update who is attending.
- **Download Schedule:** You can download a PDF list of your booked meetings using the **Download my meetings** button.
- **Troubleshooting:** If you cannot see a time slot or the system says booking is closed, make sure the school's booking window is open or contact the school office for assistance.



For more help, scan the QR code. Our office staff may also be able to help.

If you are having difficulty logging into the Arbor App or the Arbor Parent Portal, please use the email address that you have registered with school and click on the 'First time using' or 'Forgotten password' link.