PRIESTMEAD PRIMARY SCHOOL
Moving Onwards and Upwards Together
A part of The Pegasus Partnership Trust

Executive Headteacher: Sash Hamidi
Associate Headteacher: Amy Creamer
Deputy Headteacher: Andrea Callender
Assistant Headteacher SENDCO: Aliya Boghani-Shah
Assistant Headteacher DSL: Sachin Patel
Assistant Headteacher: Alamin Miah
Premises & Income Manager: Mark Alwyn

Dear Parents/Carers,

AUTUMN TERM PARENTS DAY/EVENING 2026 (NURSERY - YEAR 6)

We would like to invite you to the Autumn Term Parents Day/Evening which will be held on:

WEDNESDAY 21st OCTOBER 2026

Nursery Sun & Moon – **9.00am-7:30pm** / Reception to Year 6 - **2.00pm-8.00pm**

PLEASE NOTE WE HAVE AN EARLY SCHOOL CLOSURE ON THIS DAY:

- Reception to Year 4 will finish at 1:30pm
- Year 5 and Year 6 will finish at 1:35pm
- Nursery will be CLOSED ALL DAY

ARRANGEMENTS FOR CHILDCARE SUPPORT:

- For any parents/carers **who will not be able to arrange childcare due to exceptional circumstances** until the normal end of day 3.15pm-3.20pm, please log on to Arbor and book your child in to the 'Early Closure Club' so that arrangements can be made for your child to stay in school until normal end of day.
- Aktiva Club will run from 3.15pm-6.00pm as normal (please ensure your child is booked).
- For children in Year 5 & Year 6 who normally walk home alone, please give permission to walk home early at 1.35pm by completing this survey https://docs.google.com/forms/d/e/1FAIpQLSdjzxx73MKVDKLblrLC2WF1NT8a6Y0EhGset0QK8vyN0mayOA/viewform . We ask this as it is not the NORMAL TIME and we need to ensure someone will be home to receive them.
- Y6 prefects will be invited to help on the day from 2pm-5pm

All appointments will be 10 minutes, if you need more time with the teacher, please speak to them at your meeting and they will arrange a follow up.

Appointments should be booked on the Arbor App – a guide on how to book is on the next page.

Booking will open on Tuesday 6th October at 4pm *and will close on* ***Monday 19th October***

Children with a Special Educational Need (SEN) will have the opportunity to book an **OPTIONAL MEETING** with Mrs Boghani-Shah (SENDCo) on the Arbor App. This meeting is to discuss your child's SEN needs and not about progress in the classroom, this should be discussed with the class teacher. Speech and language updates are provided by the NHS team directly to parents and not via Mrs Boghani-Shah.

Rainbow Resource children will have the opportunity to book their appointments with Mrs Kerslake/Mr Tobing **and** their mainstream class teacher.

Children learning a musical instrumental with Maestro Music Services will be able drop in and see Mr Allen or the music teachers between **2pm-5pm** in the Music Room.

We understand that some of our families may need a translator, if you are able to bring a friend/family member that speaks English that would be ideal. However, if this cannot be arranged, please request a translator in the notes section on Arbor and we will try to accommodate where possible.

Yours sincerely,

Mrs Creamer
Associate Headteacher

Hartford Avenue
Kenton, Harrow
Middlesex HA3 8SZ

Office & Comms Manager: Nita Patel
Telephone: 020 8907 5434
Email: office@priestmead.theppt.co.uk

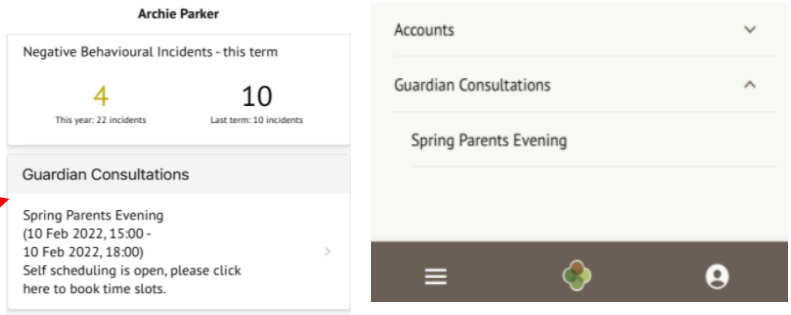
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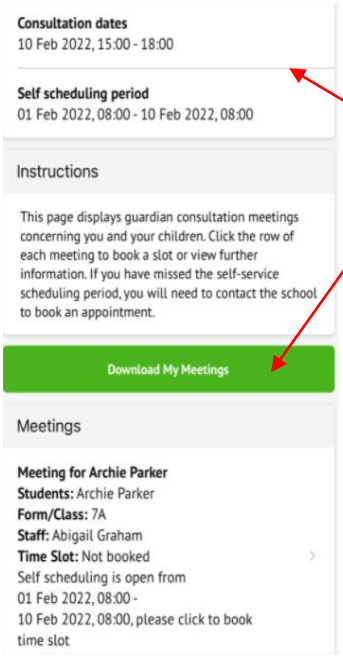
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Booking A Parent/Guardian Consultation On Arbor

On the main page, select ***Guardian Consultations***.

You can also use the menu. Click the menu icon at the bottom left of your screen, then select ***Guardian Consultations***.





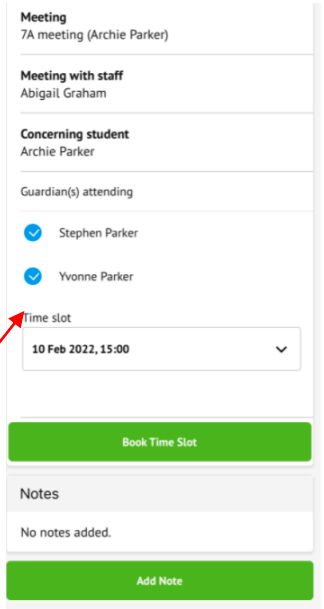
On the ***Guardian Consultations*** page, you can see the dates you can book meeting slots within (self-scheduling period).

To book a meeting, click the available meeting at the bottom of the screen.

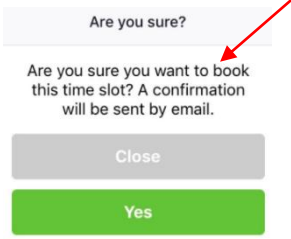
Click on the ***Time Slot*** drop-down menu, choose a time during which guardians (parents/carers) will be attending.

If you can't select a time slot, it means the staff member does not have availability for that time.

Make sure guardians attending are ticked, or you won't be able to click the ***Book Time Slot*** button. If you are separated guardians you can book separate meetings, please only click on your name.



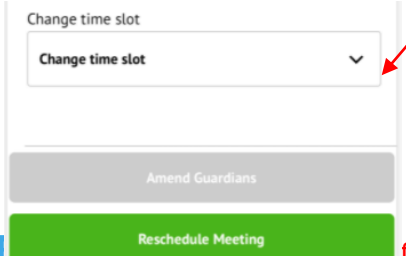
You will be asked to confirm your choice and then sent a confirmation email.



The page will then show that your booking has been successful.



You can edit your booking by returning to the ***Guardian Consultations*** page and clicking on your booking. Select a different time and click ***Reschedule Meeting*** to change your time slot.



Further help and guidance on using the Arbor App can be found here: https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Arbor-App

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