HILLSIDE PRIMARY SCHOOL

Rushey Way
Lower Earley, Reading
Berkshire RG6 4HQ

Headteacher: Mr D.Pearman

25th September 2026

Parents' Evening Autumn 2026 (face to face)

Dear Parents/Carers,

The Autumn Term Parents' Evenings will be on **Monday 19th October (3:40pm – 6pm)** and **Wednesday 21st October (3:40pm – 8pm)** for Nursery to Year 6 classes.

Our Parents' Evenings will all be in person at Hillside. We will be using our Arbor app to help book slots. Arbor is our Management Information System (MIS) that parents can see the contact details and attendance of their child. This term, we will be using the feature within the app called **Guardian Consultation** (or Parents' Evening). We will be emailing out when the feature is live for parents to book. 98% of our families have already set up their accounts - please check your Junk mail if you have not or contact the School Office for help.

Staff will be sharing with parents how their child has settled back into school life; strengths that your child has shown; information about attendance and to pass on any areas that your child may need further support with at home. Each session is no longer than 10 minutes. You will have an opportunity to see your child's books before or after your session. Please enter school via the Dining Room doors by the staff carpark.

Appointments will be available to book on Arbor from Tuesday 29th September 6:00pm, to Thursday 15th October, at 9:00pm. Slots are allocated on a first-come, first-served basis.

Below are instructions for how to book via two options. A) On a laptop or PC; B) On a mobile phone/tablet.

If you have any issues booking your parent meeting on Arbor, please see information on the Arbor website here or contact the School Office.

We look forward to seeing you all.

Warm regards

Mr Dan Pearman
Headteacher

Tel: (0118) 9755771 **Email: admin@hillside.wokingham.sch.uk**
Website: www.hillside.wokingham.sch.uk

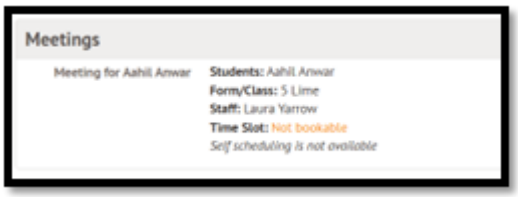
HOW TO BOOK:

OPTION A) Using the Parent Portal on your laptop / PC

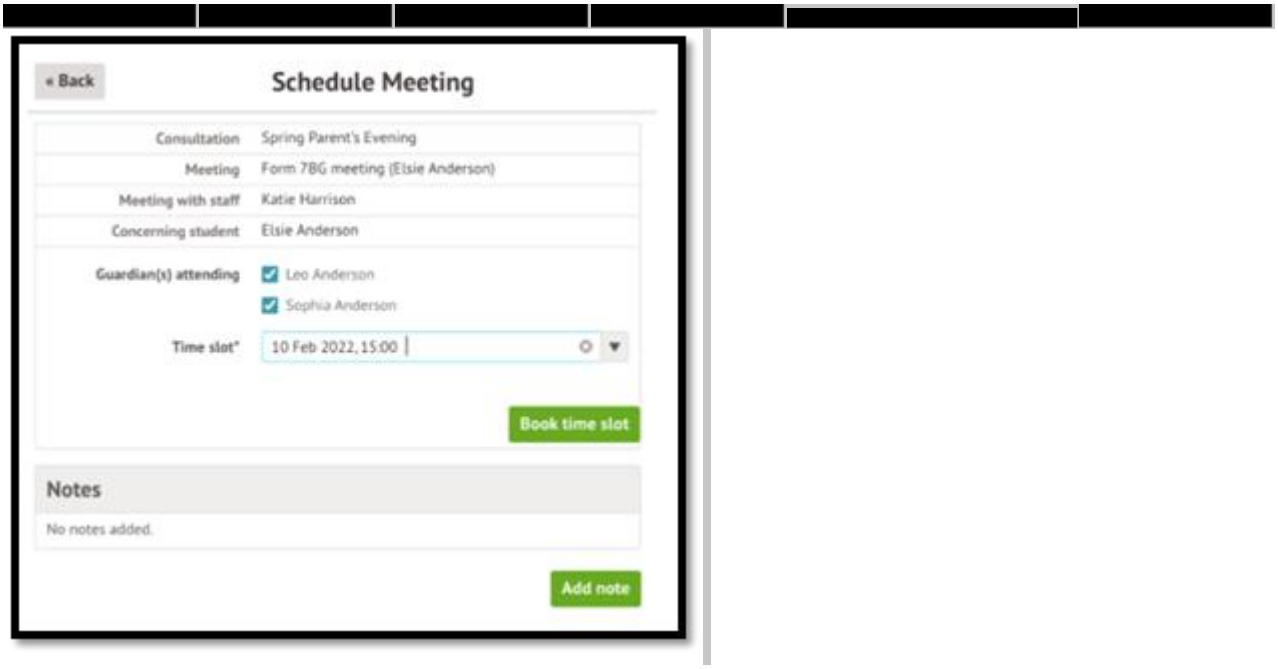
1. **Log in to Arbor**: On your browser.
2.

2. **Find the Event**: On the dashboard, click "**Guardian Consultations**''.

3. **Select Your Child** in the **Meetings** box: If you have more than one child, choose the correct one from the list. You will have to book a separate appointment for **each** child.



4. **Choose a Time**: Please select an available slot from the dropdown menu. If a time does not appear, it means that slot has already been booked



5. **Confirm Booking**: Click "**Book**" to secure your appointment. You'll see a confirmation once it's booked under "**Guardian Consultations**''. A confirmation email will also be sent to your inbox.

6. You can edit your booking by returning to the page and clicking on your booking. Select a different time slot and click '**Reschedule meeting'** to change your slot. Click '**Amend guardians'** to remove one of the child's guardians or add them back into the meeting.

If you would like to remove an incorrect booking or add yourself back into the original booking, please contact the School Office and they will amend this for you.