



SHARPS COPSE PRIMARY SCHOOL

Headteacher: Mr M. Elsen – BEd (Hons) - NPQH

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Ref: SCPN Parents Evening Bookings

13th November 2025

Dear Parent/Carer

Within the next couple of days, you will be receiving an email from school with log on details for the school Arbor Parent App this will only be live for 6 days, after this time you will need to request a new logon from the school office by emailing adminoffice@sharpscopse.hants.sch.uk This app is used in school to record your child's information and you will be able to see details such as attendance to date and contact details that the school hold on file for you. If any of these are incorrect please email adminoffice@sharpscopse.hants.sch.uk with the correct up-to-date information.

We will also be using this app for booking parents evening appointments (called Guardian Consultations in Arbor). We have a Parents Evening due on Wednesday 3rd December from 3.30pm – 7.00pm for all children in years 1-6. You will be able to book these from 5.00pm on Friday 14th November until 8.00pm on Friday 28th November for you to pick a convenient time to come along and speak to your child/ren's teacher. We are working hard to set up the appointments online. This is very new for us as well so please bear with us as we try and navigate our way through!

In summary **ALL** parents/carers to:

- 1 Click on link in the email to register within 6 days
- 2 Download Arbor Parent App and Log in
- 3 Book Guardian Consultation via app

OPEN FROM 14th November 5pm – 28th November 8pm

This is the symbol you will be looking for in your app store, it is a free app.



Arbor Parent App
Parent & Guardian Portal

We are opening up the Family Hub on Tuesday 18th November from 8.45am – 9.45am for anybody who would like help in setting up their access and booking appointments, you will need to bring along your sign in details that you receive from the school as they will be unique to you.

Best Wishes

Mr M Elsen
Headteacher