



23rd October 2026

Dear Parents and Carers,

Year 7 Parent Teacher Meeting Evening – Wednesday 11th November 2026

We are delighted to invite you to our Year 7 Parent Teacher Meeting Evening (PTM) on **Wednesday 11th November 2026, from 3:45pm to 6:00pm.**

This evening provides an important opportunity to reflect on your child's progress during their first term at school, celebrate their achievements and identify any areas for further development and support.

The transition from primary to secondary school is a significant milestone, and we recognise that every student's experience is different. As our Year 7 students continue to settle into life at QEGS, develop new friendships, build confidence and adapt to the expectations of secondary education, these conversations provide a valuable opportunity to discuss how they are progressing both academically and personally. Working in partnership with you is essential to ensuring that every student feels supported, makes positive progress and has the opportunity to thrive at QEGS.

We strongly encourage **students to attend appointments** with their parents/carers wherever possible. This enables them to take an active role in reflecting on their learning, celebrating their successes and understanding their next steps.

Booking your appointments

Appointments must be booked in advance through the Arbor Parent Portal (<https://login.arbor.sc>) or Parent App. If you have not yet set up your Arbor account, please see the instructions at the bottom of this letter.

Appointments will open for booking at **6:00pm on Monday 2nd November 2026** and will close at **2:00pm on Wednesday 11th November 2026**. We have selected an evening opening time to make the booking process more accessible for parents/carers who may be working during the day.

Appointments are available on a first-come, first-served basis, so we encourage you to book early to secure your preferred times. If a teacher becomes fully booked, feedback can be requested following the event.

For guidance on booking appointments, please use the following Arbor support link:

[How to book parent-teacher consultation appointments on Arbor](#)

What to expect on the evening

The evening will take place **face-to-face at QEGS**. You will be able to select your own appointment times through Arbor and will receive email confirmation of your bookings.

Each appointment will last **five minutes**. To ensure that the evening runs smoothly and that all families have the opportunity to meet with staff, teachers will bring conversations to a close at the end of the allocated time. Discussions will focus on your child's progress in the relevant subject, including their achievements, current performance and next steps for learning.

Classroom allocations and directions will be displayed around the school on arrival, and staff and student leaders will be available to help you find your way.

Arrival and parking arrangements

Please enter the school via the **Level 3 entrances**, where you will be asked to sign in.

To allow our students to leave the school site safely at the end of the school day, please do not arrive before **3:35pm**.

Parking is limited, and spaces cannot be guaranteed. Please park only in designated bays and **do not use the Bus Bay before 4:15pm**. Additional parking may be available at Boothby Campus.

Instructions to Login to Arbor for the first time

We have already created the account for you using the personal email you provided to QEGS.

Before you can use the App to access your account you need to "**activate**" the account by logging in via a **web browser**, e.g. Chrome, Edge, Safari, etc, to set your password.

Go to <https://login.arbor.sc> and click "**Forgot your password?**" on the secure page and follow the on-screen instructions to set your password.

(Crucial Note for First-Time Users: You must set up your password and accept the terms of use through the Parent Portal (website) first. You cannot do this through the app.)

You'll then be redirected to the login page where you enter your email address (the one we have for you) and your newly set password, then click Log In, at which point you will be able to select the School you want.

Further help and information is available at:

<https://support.arbor-education.com/hc/en-us/articles/360020147458-Logging-In-to-the-Parent-Portal-Parent-App>

Thank you for your continued support and partnership as your child settles into secondary school life. We look forward to welcoming you to QEGS and working together to ensure that your child has a positive, successful and rewarding Year 7 experience. If you have any questions, please contact myself or Nicola Vernon. We look forward to seeing you on **Wednesday 11th November**.

Yours faithfully,

Mr G Stevenson

Director of Achievement for Years 7 and 8

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