



HORNBEAM PRIMARY SCHOOL

Mongeham Road, Deal, Kent CT14 9PQ

Headteacher: Mrs Harkins | Deputy Headteacher: Mrs Jones

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Learn to Love Learning to Live Life Better

Thursday 1st October 2026

Dear Parents and Carers,

Parents' Consultations Year R to Year 6

This term's Parent Consultation Meetings for children in **Reception to Year 6** will take place on:

- **Monday 19th October** between **2:30pm and 5:10pm**
- **Tuesday 20th October** between **3:00pm and 5:30pm**

These appointments provide an opportunity to discuss your child's progress, achievements and next steps with their class teacher.

Children with an EHCP

If your child has an **Education, Health and Care Plan (EHCP)**, you do **not** need to book a Parent Consultation appointment. Progress and targets will be discussed during your child's next SEN Review meeting with their teacher and the SENCO.

Booking Your Appointment

Appointments can be booked through the **Pupil Asset Parent Portal**. All meetings will be held **face-to-face** at school.

To book your appointment:

1. Log in to the Parent Portal at secure.pupilasset.com using your existing login details.
2. Once you are signed in, select the child you wish to book parents evening for.
3. Select **Parent Evening** from the list.
4. Then choose the date and time you would like to book from the options available. Make sure you **confirm your booking**. Once confirmed your appointment will be visible in the portal.

The portal can be accessed on a mobile device, tablet, laptop or desktop computer.

If You Need Help

If you experience any difficulties accessing the portal or making a booking, please contact the school office and we will be happy to assist you.

If you are unable to attend in person, teachers can offer a telephone appointment instead, if necessary. Please inform the school office if you need this to be arranged.

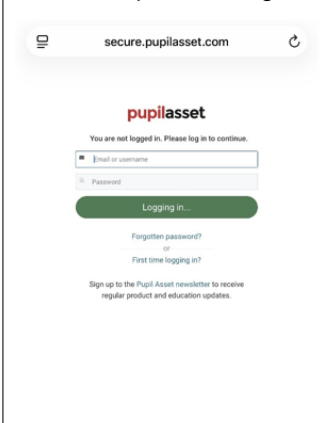
If you have previously downloaded the Pupil Asset app, please stop using it and uninstall it from your device. All Parent Consultation bookings should now be made through the Parent Portal website.

Thank you for your continued support.

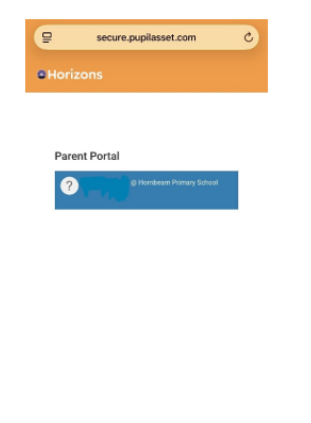
Yours sincerely,

Mrs S Harkins
Headteacher

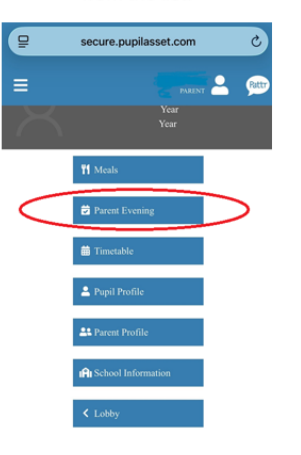
Step 1. Click the link to access the Pupil Asset Portal. Use your email address and password to sign in.



Step 2. Once you are signed in, select the child you wish to book parents evening for.



Step 3. Select **Parent Evening** from the list.



Step 4. Then select the date and time you would like to book from the options available. Make sure you **confirm your booking**. Once confirmed your appointment will be visible in the portal.

