



Booking Guardian Consultations (Parent's Evenings) on the Parent App

On the Parent App

On the main page, you can select Guardian Consultations.

Archie Parker

Negative Behavioural Incidents - this term

4	10
This year: 22 incidents	Last term: 10 incidents

Guardian Consultations

Spring Parents Evening
(10 Feb 2022, 15:00 -
10 Feb 2022, 18:00) >

Self scheduling is open, please click
here to book time slots.

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

A screenshot of a mobile application menu. The menu is displayed on a light beige background and contains three items: "Accounts" with a downward-pointing chevron, "Guardian Consultations" with an upward-pointing chevron, and "Spring Parents Evening". At the bottom of the screen, there is a dark grey navigation bar with three icons: a white hamburger menu icon on the left, the Arbor logo in the center, and a white person icon on the right.

This will take you to the consultation page. You can see the dates you can book meeting slots within and also see when you can book these slots until.

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

Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which will be attending.

If you can't select a time slot, it means the staff member has no availability – Please **contact the office for assistance.**

Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.

Meeting
7A meeting (Archie Parker)

Meeting with staff
Abigail Graham

Concerning student
Archie Parker

Guardian(s) attending

Stephen Parker

Yvonne Parker

Time slot

10 Feb 2022, 15:00

Book Time Slot

Notes

No notes added.

Add Note

You will be asked to confirm your choice and you'll be sent an email confirmation.

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

Meetings

Meeting for Archie Parker
Students: Archie Parker
Form/Class: 7A >
Staff: Abigail Graham
Time Slot: 10 Feb 2022, 15:00 - 15:10

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.

Change time slot

Change time slot ▼

Amend Guardians

Reschedule Meeting

Click **Amend guardians** to remove one of the child's guardians or add them back into the meeting.

Guardian(s) attending

Stephen Parker

Yvonne Parker

Time slot
10 Feb 2022, 15:00 - 15:10

Cancel

Save

Are you sure?

Are you sure you want to amend the guardians attending this meeting?

Close

Yes

If you've unticked yourself as the attending guardian, you'll have the option to book a separate meeting slot.



Booking Guardian Consultations (Parent's Evenings) on the Parent Portal

On the Parent Portal

You'll see on your homepage whether there is an upcoming Guardian Consultation.

In the case where no Parents Evening has been arranged, the section will state the below:

Guardian Consultations

No guardian consultations for Matilda [REDACTED]

If a Consultation event has been created but the self-scheduling has **not** yet been enabled by the School yet, the dates of the parents evening will be shown with a note of when self-scheduling is available.

Guardian Consultations

Parents Evening
(24 Aug 2015, 16:00 - 25 Aug 2015, 19:00) ▶

Self scheduling open from 18 Aug 2015, 14:20 to 21 Aug 2015, 18:00. Please book your meeting slots for Parents Evening within this time.

If it isn't possible to book a meeting yet but you believe you should be able to, **get in touch with school.**

You'll be able to see when booking is available

Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00) Self scheduling is open, please click here to book time slots. ▶

Click to access the booking page and select the meeting to book.

Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which guardians will be attending.

If you can't select a time slot, it means the staff member has no availability – Please **contact the office for assistance**.

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Schedule Meeting

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00 <input type="button" value="x"/> <input type="button" value="v"/>

[Book time slot](#)

Notes

No notes added.

[Add note](#)

Make sure at least one guardian is ticked, or you'll receive an error.

The screenshot shows an error message dialog box with a red exclamation mark icon. The text inside the dialog box reads: "Please correct this error:" followed by a bullet point: "At least one guardian must be invited to this meeting." There is an "OK" button at the bottom right of the dialog box. In the background, the booking form is visible but dimmed. It shows the "Guardian(s) attending" section with two checkboxes: "Leo Anderson" and "Sophia Anderson", both of which are currently unchecked. The "Time slot*" is set to "10 Feb 2022, 15:00". A "Book time slot" button is also visible in the background.

The page will then reload and show that your booking has been successful. You'll be sent an email confirmation.

Meetings	
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Time Slot: 25 Feb 2021, 16:00 - 16:10

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.

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Reschedule Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10
Change time slot*	<input type="text" value="Change time slot"/> ▼

[Amend guardians](#) [Reschedule meeting](#)

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Reschedule Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	<input checked="" type="checkbox"/> Jack Bailey <input checked="" type="checkbox"/> Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10

[Cancel](#) [Save](#)

If you've unticked yourself as the attending guardian, you'll have the option to book a separate meeting slot if your school allows this.

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Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey

You're currently not a participant of this meeting , if you believe you should be, then please contact the school office. Alternatively, you can book a separate meeting with the staff member by clicking the "Book separate meeting" button below.

[Book separate meeting](#)