

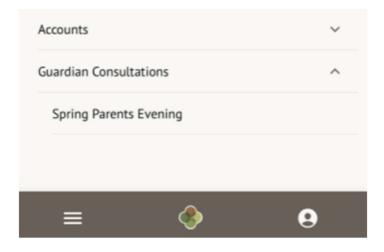
Booking Guardian Consultations (Parent's Evenings) on the Parent App

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*.



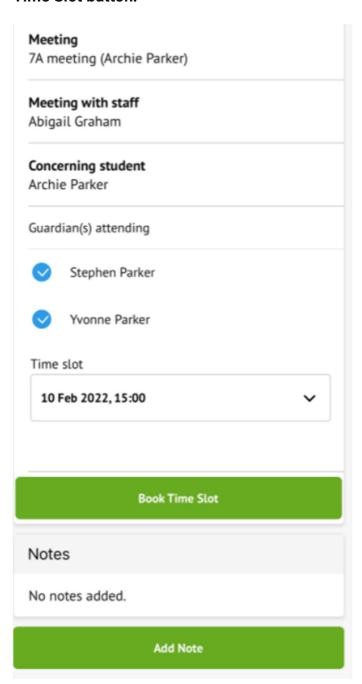
This will take you to the consultation page. You can see the dates you can book meeting slots within and also see when you can book these slots until.

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.

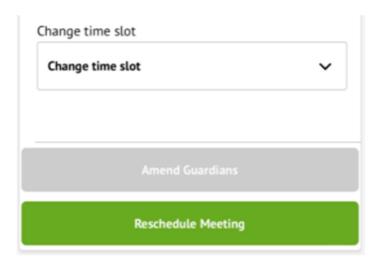


You will be asked to confirm your choice and you'll be sent an email confirmation.

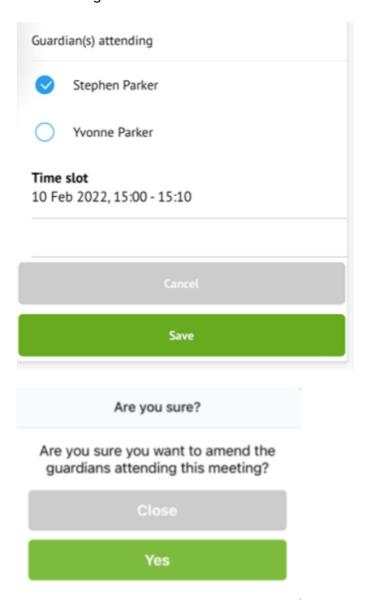
The page will then show that your booking has been successful.



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'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

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

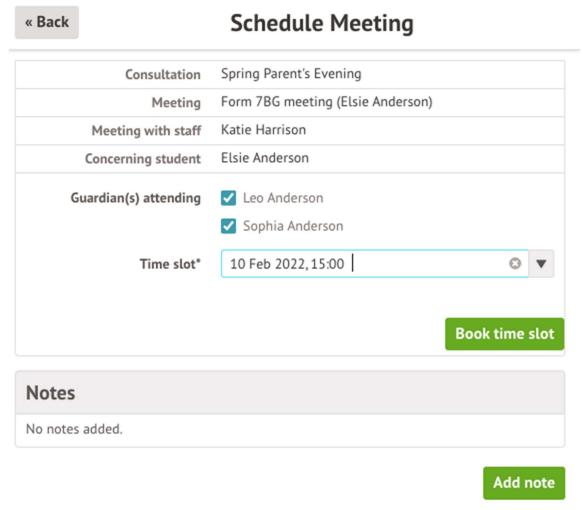
Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00)

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.



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



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



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
	✓ Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10
	Cancel

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.



Meeting

	Meeting
Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
please contact the school office	nt of this meeting , if you believe you should be, then e. Alternatively, you can book a separate meeting with the ook separate meeting" button below. Book separate meeting