

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

On the Arbor App

On the main page, if your school has opened booking, 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**.

The screenshot shows a vertical menu with three items: 'Accounts' with a downward arrow, 'Guardian Consultations' with an upward arrow, and 'Spring Parents Evening'. At the bottom of the screen is a dark navigation bar with three icons: a hamburger menu icon on the left, a green tree icon in the center, and a 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.

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.

Consultation dates
10 Feb 2022, 15:00 - 18:00

Self scheduling period
01 Feb 2022, 08:00 - 10 Feb 2022, 08:00

Instructions

This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school to book an appointment.

[Download My Meetings](#)

Meetings

Meeting for Archie Parker
Students: Archie Parker
Form/Class: 7A
Staff: Abigail Graham
Time Slot: Not booked >
Self scheduling is open from
01 Feb 2022, 08:00 -
10 Feb 2022, 08:00, please click to book
time slot

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 Primary Guardians will be attending.

If you can't select a time slot, it means the staff member has not been given a period of availability - **get in touch with your school** and ask them to add this into their setup to enable you to book a slot.

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.

Are you sure?

Are you sure you want to book this time slot? A confirmation will be sent by email.

Close

Yes

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 Primary 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

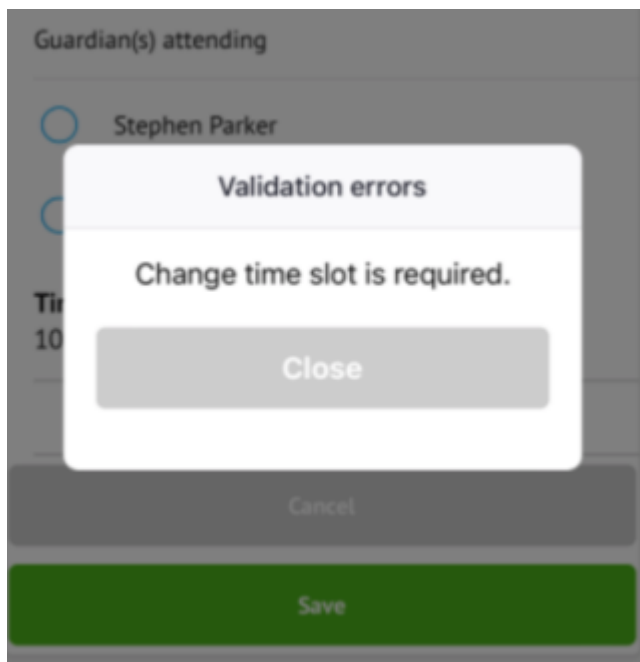
Are you sure?

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

Close

Yes

You won't be able to remove all guardians from the slot, and you'll receive this error.



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.

If you want to remove an incorrect booking or add yourself back into the original booking, **get in touch with your school** and ask them to amend this for you.

