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

If your school is running Guardian Consultations (parent's evenings) and has enabled you to book, you'll be able to select a time through the Parent Portal or Arbor App.

#### 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

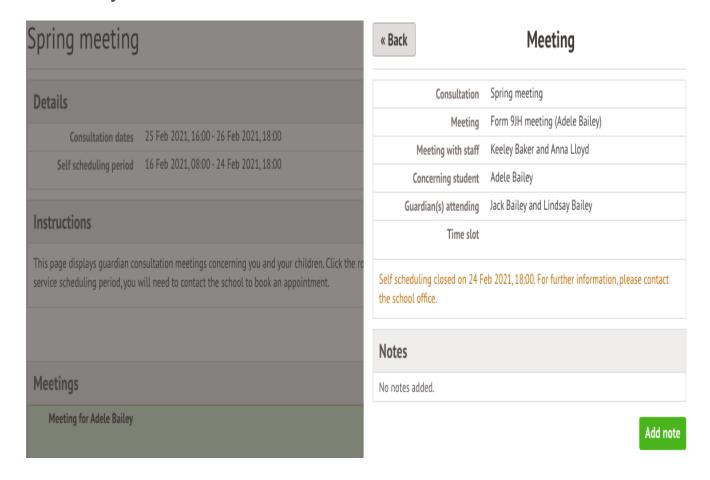
If a Consultation event has been created but the self-scheduling has **not** yet been enabled by the School yet, the dates of the parents evening will be shown with a note of when self-scheduling is available.



You can view more details about the meeting and book a slot if your school has enabled this.



If it isn't possible to book a meeting yet but you believe you should be able to, **get in touch with your school**. You can also add a note here.



You'll be able to see when booking is available.



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

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

## Spring Parent's Evening

#### **Details**

Consultation dates 10 Feb 2022, 15:00 - 11 Feb 2022, 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 Elsie Anderson Students: Elsie Anderson

Form/Class: Form 7BG Staff: Katie Harrison Time Slot: Not booked

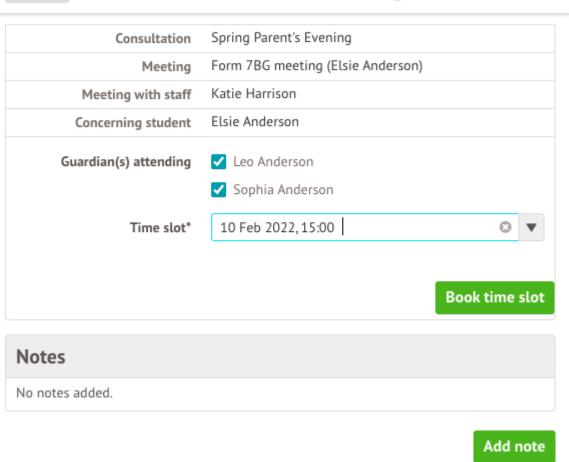
Self scheduling is open from 01 Feb 2022, 08:00 - 10 Feb 2022, 08:00, please click to book time slot

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

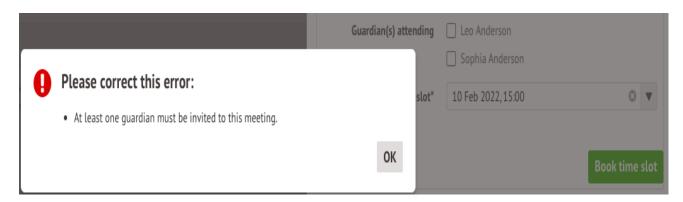
If you can't select a time slot, it means the staff member has not been given a period of availability - **get in touch with your school** and ask them to add this into their setup to enable you to book a slot.

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## Schedule Meeting



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 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 Primary Guardians or add them back into the meeting.

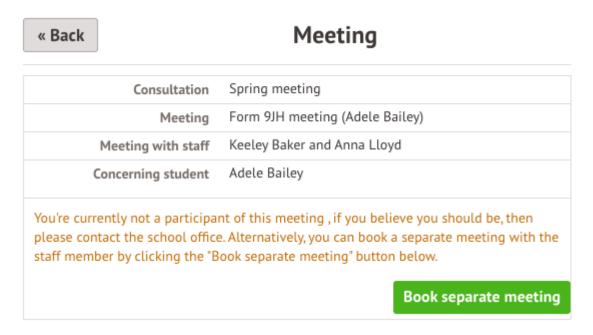


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### Reschedule Meeting

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.



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.

Meetings		
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Location: Undisclosed Time Slot: Undisclosed	•
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Time Slot: 25 Feb 2021, 16:10 - 16:20	•