



Arbor Help Centre > Students and Guardians > Parent Portal and App - Profiles, messages and meetings

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

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March 27, 2024 at 10:25 AM

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 Parent App.

On the Parent Portal

On the Parent App

On the main page, if your school has opened booking, you can select Guardian Consultations.

Archie Parker

Negative Behavioural Incidents - this term

4

This year: 12 incidents

10

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**.

Accounts

Guardian Consultations

Spring Parents Evening



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.

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 and which guardians will be attending. Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.

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 confirmation.

Are you sure?

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

Cancel

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 Meeting

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

Amend Meeting

Save

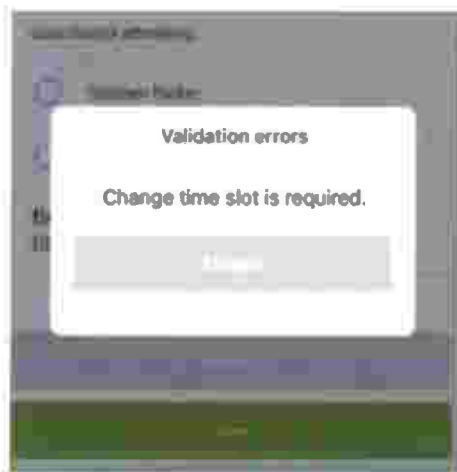
Are you sure?

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

Cancel

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.