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

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Gwyn Mabo
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

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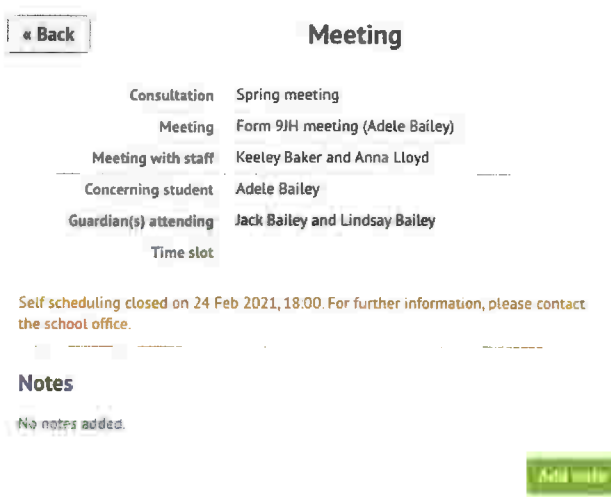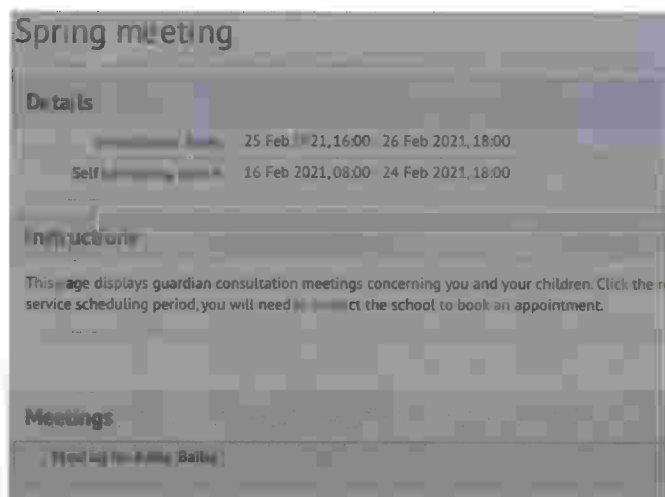
You can view more details about the meeting and book a slot if your school has enabled this.

Guardian Consultations

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

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.

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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
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	

Self scheduling closed on 24 Feb 2021, 18:00. For further information, please contact
the school office.

Notes

No notes added.

Add note

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.

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

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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. **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.

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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	☑ Leo Anderson
	☑ Sophia Anderson
Time slot*	10 Feb 2022, 15:00 ▾

Book time slot

Notes

No notes added.

Add note

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

⊗ Please correct this error:

- At least one guardian must be invited to this meeting.

OK

10 Feb 2022 15:00

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.

« Back   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*	▼

Amend guardians   **Reschedule meeting**

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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   **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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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

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

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👍   👎

82 out of 261 found this helpful

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