

## Booking Parents' Evening (Guardian Consultations) on the Parent Portal or Arbor App

### On the Desktop Parent Portal

You'll see on your homepage whether there is an upcoming Parents' Evening (Guardian Consultation). 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.

The screenshot shows the Parent Portal homepage with a 'Statistics' section. The 'Guardian Consultations' box is highlighted with a red oval. A red arrow points from the box to a callout box.

Statistics		
<b>Attendance (2023/2024)</b> 94.2% Year: 94.2% Last 4 weeks: 95.0%	<b>Behaviour Points - this term</b> 0 This year: 0 points Last term: 0 points	<b>House Points - this term</b> 40 This year: 40 points Last term: 0 points
<b>Positive Behavioural Incidents - this term</b> 0 This year: 0 incidents Last term: 0 incidents	<b>Negative Behavioural Incidents - this term</b> 0 This year: 0 incidents Last term: 0 incidents	

**Guardian Consultations**  
Year 10 Guardian Consultations Evening (12 Dec 2023, 16:00 - 12 Dec 2023, 19:15)

**Activities**  
Clubs  
Trips

**School Shop**  
School Shop Products

23 (GCSNF): Year  
Couper  
HJS  
DD7/Ts S7  
C7  
D/SD C2

Click on the 'Guardian Consultations' box, it will turn blue when the mouse hovers over it.

You will then be taken to the bookings page.

The screenshot shows the 'Year 10 Guardian Consultations Evening' booking page. The 'Details' section, 'Meetings' section, and a specific meeting row are highlighted with red ovals. Red arrows point from these ovals to callout boxes.

**Year 10 Guardian Consultations Evening**

**Details**  
Consultation dates: 12 Dec 2023, 16:00 - 19:15  
Self scheduling period: 29 Nov 2023, 18:00 - 11 Dec 2023, 20:00

**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.

**Meetings**

Meeting for [redacted] Students: [redacted]  
Form/Class: 3D Design (GCSNF): Year 10: 10F10/3D  
Staff: Georgia Carroll and Paige Harrison  
Time Slot: Not bookable  
Self scheduling is not open until 29 Nov 2023, 18:00

Meeting for [redacted] Students: [redacted]  
Form/Class: Double Science (GCSNF): Year 10: 10y/Ts  
Staff: James Couper, James Butler-Varnell and Katie Roberts  
Time Slot: Not bookable  
Self scheduling is not open until 29 Nov 2023, 18:00

Download my meetings

Here you will find the details of the event and when the 'Self scheduling period' (when you can book appointments) begins and ends.

All of the available booking slots for meeting with your child's teachers will be displayed below.

Click anywhere inside the box to be taken to the booking slot.

Once you click the meeting tab a side panel will open on the right hand side of your screen.

The screenshot shows a 'Schedule Meeting' form with the following details:

Consultation	Year 10 Guardian Consultations Evening
Meeting	Geography (GCSNF): Year 10: 10D3/Gg meeting (James Castle)
Meeting with staff	Hannah Weynberg
Concerning student	James Castle
Guardian(s) attending	Emma Castle
Time slot*	time slot

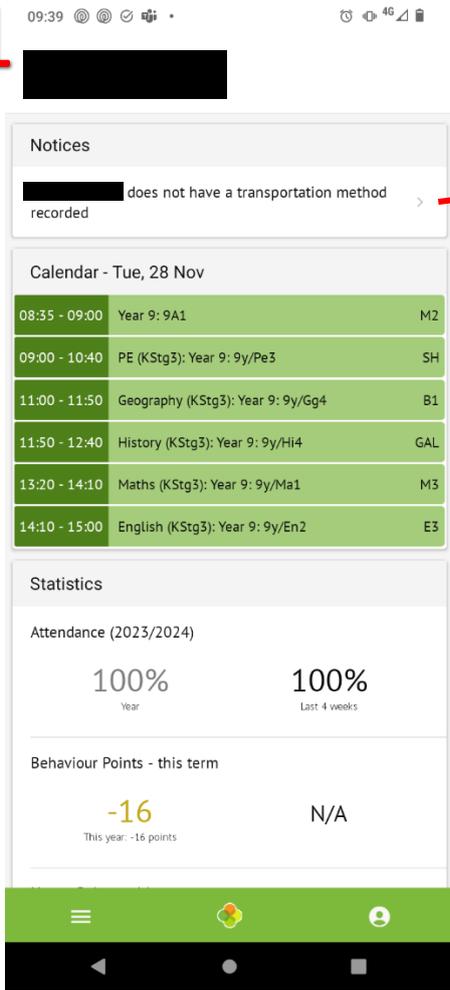
Annotations include a red circle around the dropdown arrow in the 'Time slot' field, a red arrow pointing to a text box that says 'Click this arrow to select the available times.', and another red circle around the 'Book time slot' button, with a red arrow pointing to a text box that says 'Once you have selected the time you want click the 'Book time slot' button.' Below the form is a 'Notes' section with 'No notes added.' and an 'Add note' button.

Finally once all of your bookings are made you can click on the 'Download my meetings' button to download all of your booked meetings for the event.

The screenshot shows a green button with a download icon and the text 'Download my meetings'.

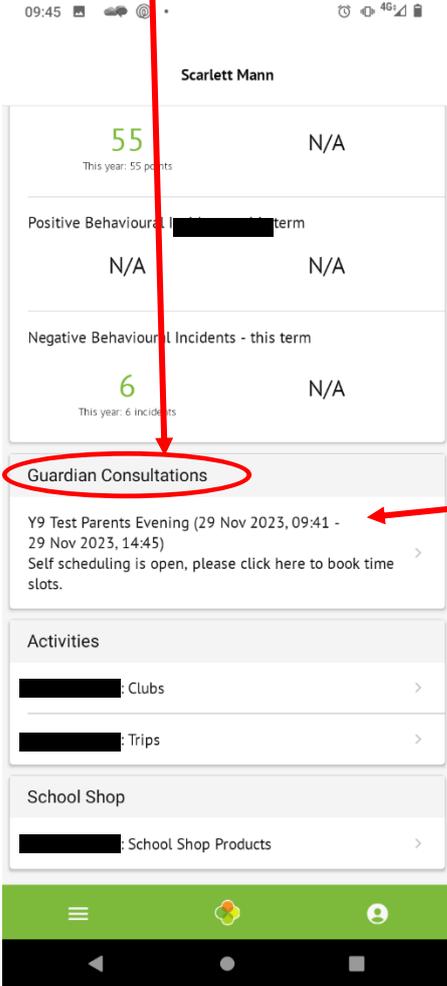
# On the Mobile Parent App

1



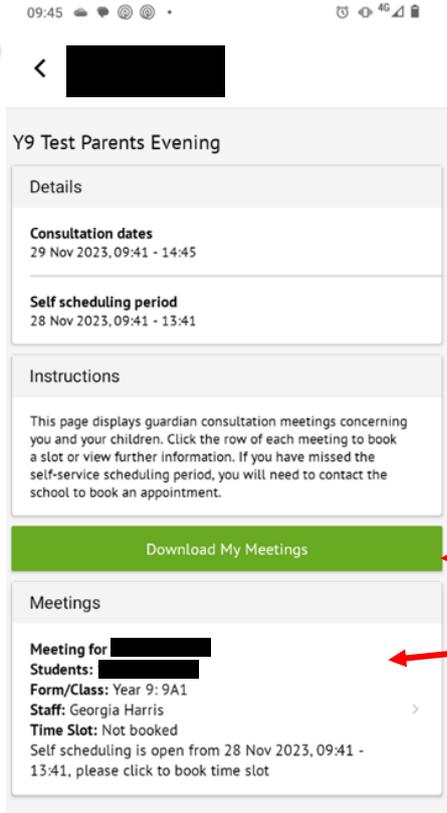
On the homepage – scroll to the bottom to find ‘Guardian Consultations’.

2



Click this box to be taken to the bookings page.

3



Once all of your meetings are booked you can download the full list here.

Here you will find all of the available meetings. Click the box to make the appointment.