

Booking Parents Evening on the Arbor App

This year: 21 points

Negative Behavioural Incidents - this term

N/A N/A

Guardian Consultations

Parents Evening
(10 Feb 2022, 15:00 – 10 Feb Nov 2022, 18:00)
Self scheduling period will be shown or will be open, please click here to book slots

Assignments that are due

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

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.

Booking on the Parent Portal is very similar.

You'll see on your homepage whether there is an upcoming Guardian Consultation.

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.



You can also use the menu. Click the menu icon at the bottom left of your screen, then select **Guardian Consultations**. 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.

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.

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

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.

Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.

You will be asked to confirm your choice and you'll be sent an email.

Meetings

Meeting for Archie Parker
Students: Archie Parker
Form/Class: 7A
Staff: Abigail Graham
Time Slot: 10 Feb 2022, 15:00 - 15:10

The page will then show that your booking has been successful. You can download your meetings by clicking on the link.

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.