

Booking Guardian Consultations (Parent's Evening) using the Arbor Parent App

Please note that only guardians/parents with parental responsibility can log into Parent App and only one appointment per teacher for each student is enabled on the booking system.

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

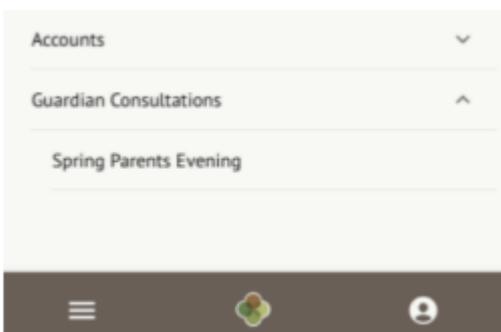
In the case where no Parents Evening has been arranged, the section will state the below:



If a consultation event has been created but is not yet open for bookings the dates of the parents evening will be shown with a note of when the booking slot (self scheduling) is available. A covering letter will be sent to advise of this information regarding the event.



You can also use the menu. Click on the menu icon (three lines) at the bottom of the app screen, then select Guardian Consultations.



Once time slots have been booked you can return to this page to download a list of the meetings you have booked as a PDF by clicking the green Download my meetings button.

If the booking slot is open then you'll be able to click on the name of the Guardian Consultation to access the booking page and select a timeslot for the teacher you wish to see.

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

Click on the Time slot drop-down button and choose the time you would like to attend the consultation.

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](#)

Are you sure?

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

[Close](#)

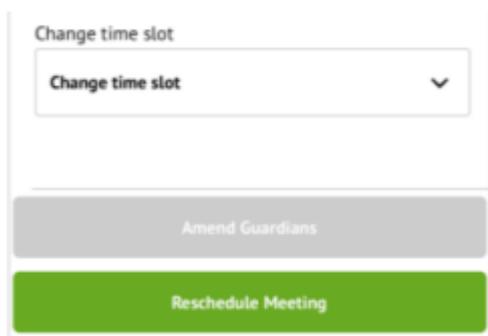
[Yes](#)

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

The page will then show that your booking has been successful.



You can edit your booking by returning to the page and clicking your booking. Select a different time slot and click reschedule meeting to change your slot. Then click save. An email with the new time slot will be sent.



Once the booking period has closed you will not be able to access the booking page to make any amendments. If you need to change your booking after the booking period please contact school reception.