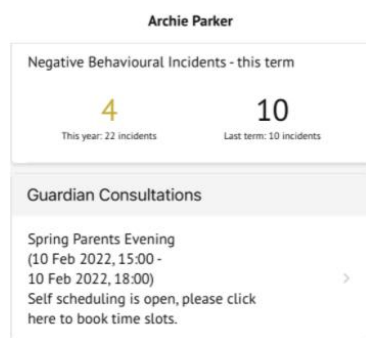
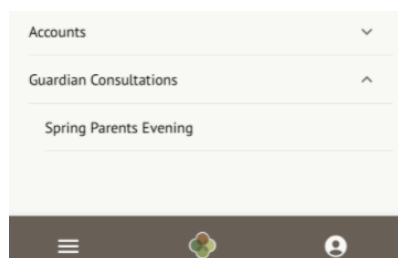


How to book an appointment at Parents Evenings via Arbor App.

On the main page, once the booking window is open, you can select Guardian Consultations.

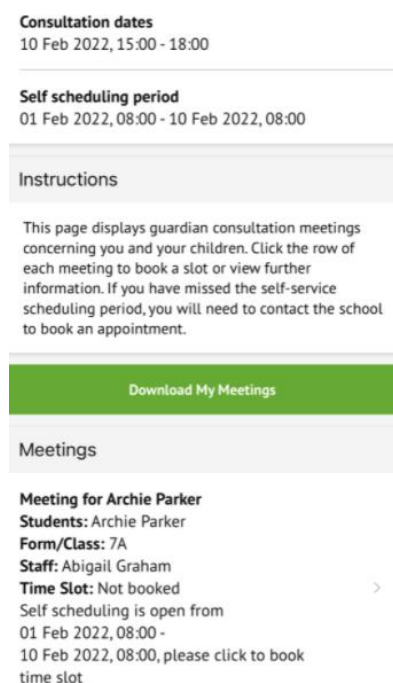


You can also use the menu. Click the menu icon at the bottom left of your screen, then select **Guardian Consultations**.



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.

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.



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 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.

Close

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.