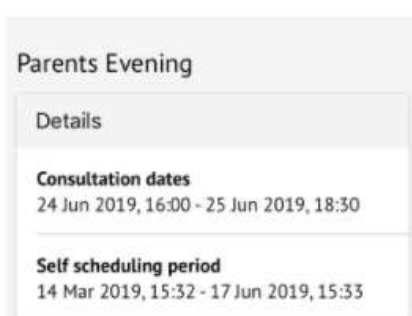
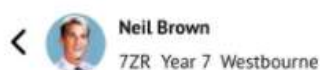


Booking a Parents' Evening Appointment in Arbor

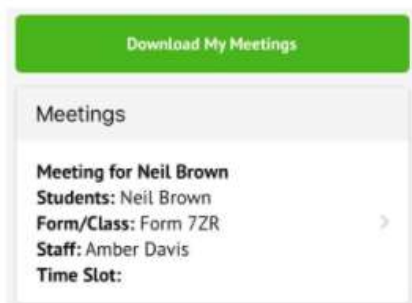
On the Arbor App

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

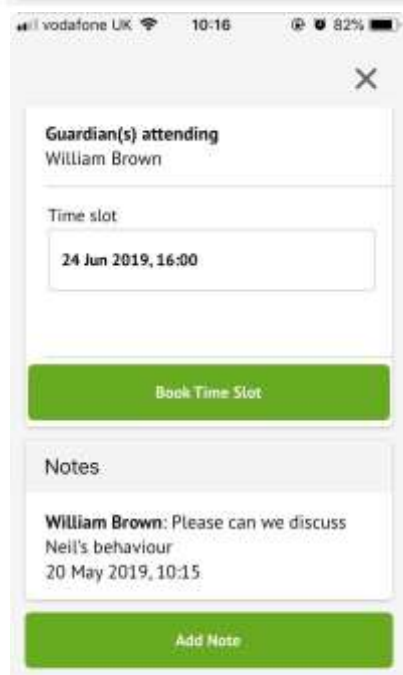
You can also use the menu. Click the menu icon at the bottom left of your screen, then select **Parents Evening**.



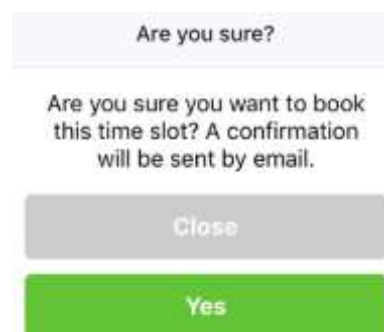
This will take you to the **Parents Evening** page. You can see the dates you can book meeting slots, and also see when you can book these slots until.



To book a meeting, click the available meeting at the bottom of the screen. You will be taken to the booking screen. Click to add a note, and select a time slot. Then click the **Book Time Slot** button.



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



The **Parents Evening** page will then show you have booked the meeting.

Meeting for Neil Brown
Students: Neil Brown
Form/Class: Form 7ZR
Staff: Amber Davis
Location: Site 1: Hall
Time Slot: 24 Jun 2019, 16:00 - 16:10

You can amend the meeting time if needed by clicking on the meeting again.

The screenshot shows a meeting management interface. At the top, it displays the current time slot: "Time slot: 24 Jun 2019, 16:00 - 16:10". Below this, there is a "Change time slot" section with a text input field containing "Change time slot" and a green "Reschedule Meeting" button. Underneath is a "Notes" section with a text area containing the note: "William Brown: Please can we discuss Neil's behaviour 20 May 2019, 10:15". At the bottom of the notes section is a green "Add Note" button.

On the Parent Portal (website)

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

The screenshot shows a "Guardian Consultations" section. It features a header "Guardian Consultations" and a list of consultations. The first entry is "Parents Evening (24 Aug 2015, 16:00 - 25 Aug 2015, 19:00)" with a right-pointing arrow. Below it is a notice: "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

The screenshot shows a "Guardian Consultations" section with a header "Guardian Consultations". Below the header is a list of consultations. The first entry is "Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00)" with a right-pointing arrow.

If it isn't possible to book a meeting yet but you believe you should be able to, **get in touch with the school office**. You can also add a note here.

Spring meeting

Details

Consultation dates: 25 Feb 2021, 16:00 - 26 Feb 2021, 18:00
 Self scheduling period: 16 Feb 2021, 08:00 - 24 Feb 2021, 18:00

Instructions

This page displays guardian consultation meetings concerning you and your children. Click the re-service scheduling period, you will need to contact the school to book an appointment.

Meetings

Meeting for Adele Bailey

[« Back](#)

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.

Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which Primary Guardian/s will be attending.

If you can't select a time slot, it means the staff member is unavailable.

[« Back](#)

Schedule 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	<input checked="" type="checkbox"/> Jack Bailey <input checked="" type="checkbox"/> Lindsay Bailey
Time slot*	25 Feb 2021, 16:00 ⊕ ▼

[Book time slot](#)

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

Meetings

Meeting for Adele Bailey ▶

Students: Adele Bailey
 Forms/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 Primary Guardians or add them back into the meeting.

« Back **Reschedule Meeting**

Consultation	Spring meeting
Meeting	Form 9IH 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*	Change time slot ▼

Amend guardians **Reschedule meeting**

« Back **Reschedule Meeting**

Consultation	Spring meeting
Meeting	Form 9IH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	<input checked="" type="checkbox"/> Jack Bailey <input checked="" type="checkbox"/> 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.

« Back **Meeting**

Consultation	Spring meeting
Meeting	Form 9IH 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 the school office** and ask us to amend this for you.