



Arbor – Parent Consultations

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

Archie Parker

Negative Behavioural Incidents - this term

4	10
This year: 22 incidents	Last term: 10 incidents

Guardian Consultations


Spring Parents Evening
(10 Feb 2022, 15:00 -
10 Feb 2022, 18:00) >
Self scheduling is open, please click
here to book time slots.

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

Accounts ▾

Guardian Consultations ▲

Spring Parents Evening

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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.

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

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 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.**

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

If you want to remove an incorrect booking or add yourself back into the original booking, **get in touch with your school** and ask them to amend this for you.