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Booking Guardian Consultations (Parent's Evenings) on the Parent Portal or Parent App

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Gwyn Mabo
March 27, 2024 11:25

If your school is running Guardian Consultations (parent's evenings) and has enabled you to book, you'll be able to select a time through the Parent Portal or Parent App.

On the Parent Portal

On the Parent App

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 ▾

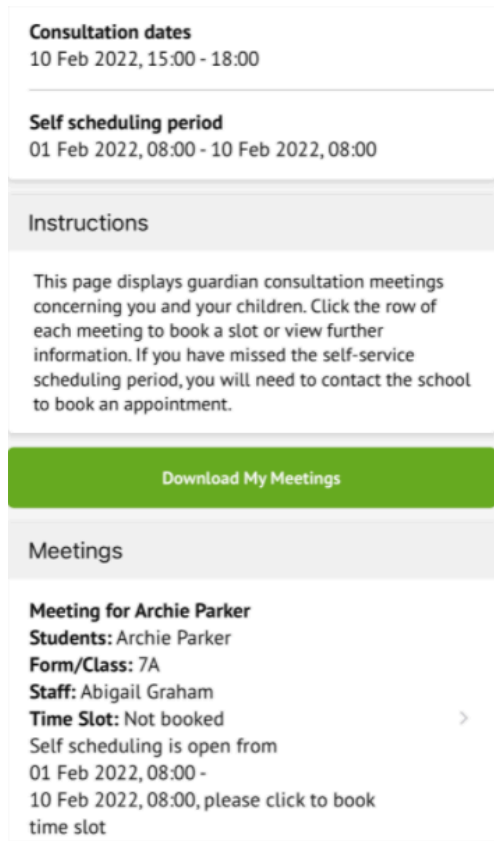
Guardian Consultations ▲

Spring Parents Evening

☰ 👤

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.**

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

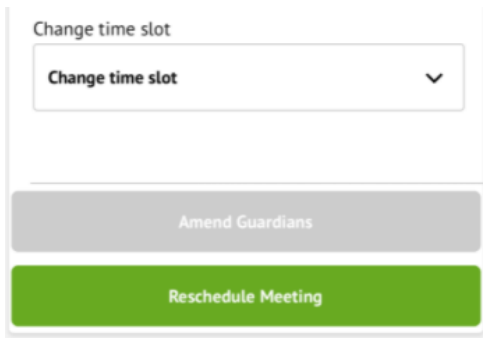
Yes

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.



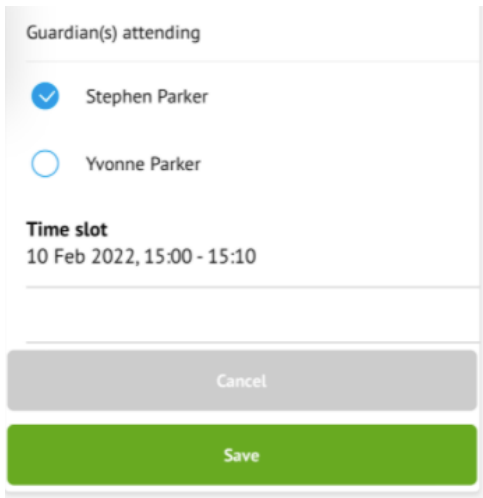
Change time slot

Change time slot ▼

Amend Guardians

Reschedule Meeting

Click **Amend guardians** to remove one of the child's guardians or add them back into the meeting.



Guardian(s) attending

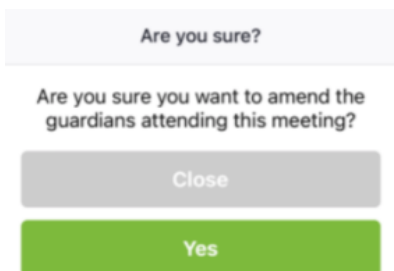
Stephen Parker

Yvonne Parker

Time slot
10 Feb 2022, 15:00 - 15:10

Cancel

Save



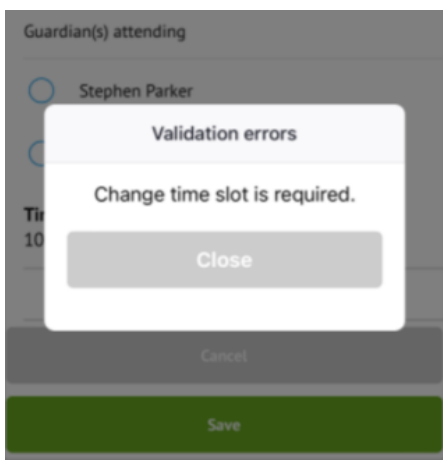
Are you sure?

Are you sure you want to amend the guardians attending this meeting?

Close

Yes

You won't be able to remove all guardians from the slot, and you'll receive this error.



Guardian(s) attending

Stephen Parker

Yvonne Parker

Time slot
10 Feb 2022, 15:00 - 15:10

Cancel

Save

Validation errors

Change time slot is required.

Close

If you've unticked yourself as the attending guardian, you'll have the option to book a separate meeting slot if your school allows this.