

# Booking Guardian Consultations (Parent Consultations) on the Parent Portal or Parent App

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**

(via the Parent App is on Page 6 below)

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

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

## Guardian Consultations

No guardian consultations for Matilda ██████████

If a Consultation event has been created but the self-scheduling has **not** yet been enabled by the School yet, the dates of the parents evening will be shown with a note of when self-scheduling is available.

## Guardian Consultations

**Parents Evening**  
(24 Aug 2015, 16:00 - 25 Aug 2015, 19:00) ▶

**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 if your school has enabled this.

## Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00) ▶

If it isn't possible to book a meeting yet but you believe you should be able to, **get in touch with your school**. 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 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.

**Meetings**

Meeting for Adele Bailey

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### 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.

<b>Guardian Consultations</b>
Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00) <a href="#">Self scheduling is open, please click here to book time slots.</a>

Click to access the booking page and select the meeting to book.

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

### Spring Parent's Evening

**Details**

Consultation dates	10 Feb 2022, 15:00 - 11 Feb 2022, 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 Elsie Anderson **Students:** Elsie Anderson  
**Form/Class:** Form 7BG  
**Staff:** Katie Harrison  
**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, and which Primary Guardians will be attending.

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.

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## Schedule Meeting

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00   <input type="button" value="x"/> <input type="button" value="v"/>

### Notes

No notes added.

Make sure at least one guardian is ticked, or you'll receive an error.

Guardian(s) attending  Leo Anderson  
 Sophia Anderson

Time slot\* 10 Feb 2022, 15:00 |

**!** Please correct this error:

- At least one guardian must be invited to this meeting.

The page will then reload and show that your booking has been successful. You'll be sent an email confirmation.

Meetings	
Meeting for Adele Bailey	<b>Students:</b> Adele Bailey <b>Form/Class:</b> Form 9JH <b>Staff:</b> Keeley Baker and Anna Lloyd <b>Time Slot:</b> 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**

<b>Consultation</b>	Spring meeting
<b>Meeting</b>	Form 9JH meeting (Adele Bailey)
<b>Meeting with staff</b>	Keeley Baker and Anna Lloyd
<b>Concerning student</b>	Adele Bailey
<b>Guardian(s) attending</b>	Jack Bailey and Lindsay Bailey
<b>Time slot</b>	25 Feb 2021, 16:00 - 16:10
<b>Change time slot*</b>	<input type="text" value="Change time slot"/> ▼

[Amend guardians](#) [Reschedule meeting](#)

[« Back](#) **Reschedule Meeting**

<b>Consultation</b>	Spring meeting
<b>Meeting</b>	Form 9JH meeting (Adele Bailey)
<b>Meeting with staff</b>	Keeley Baker and Anna Lloyd
<b>Concerning student</b>	Adele Bailey
<b>Guardian(s) attending</b>	<input checked="" type="checkbox"/> Jack Bailey <input checked="" type="checkbox"/> Lindsay Bailey
<b>Time slot</b>	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 if your school allows this.

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## Meeting

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<b>Consultation</b>	Spring meeting
<b>Meeting</b>	Form 9JH meeting (Adele Bailey)
<b>Meeting with staff</b>	Keeley Baker and Anna Lloyd
<b>Concerning student</b>	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.

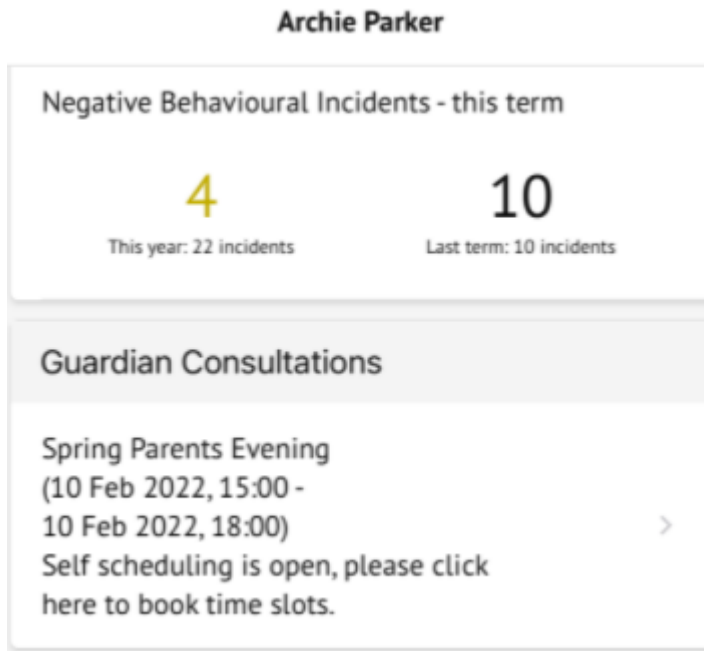
Book separate meeting

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

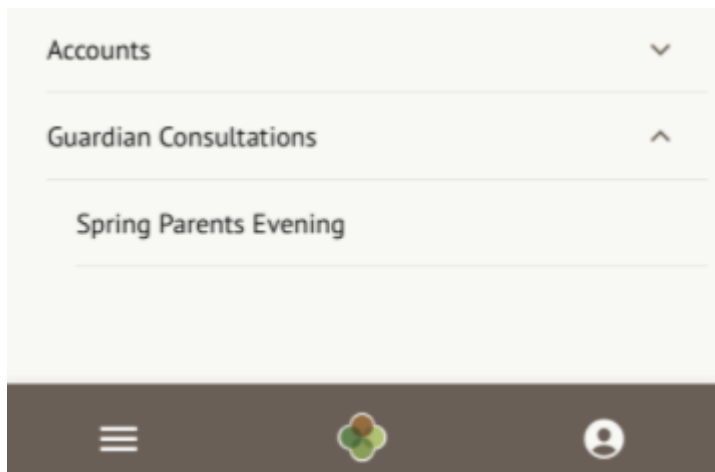
Meetings	
Meeting for Adele Bailey	<b>Students:</b> Adele Bailey <b>Form/Class:</b> Form 9JH <b>Staff:</b> Keeley Baker and Anna Lloyd <b>Location:</b> Undisclosed <b>Time Slot:</b> Undisclosed
Meeting for Adele Bailey	<b>Students:</b> Adele Bailey <b>Form/Class:</b> Form 9JH <b>Staff:</b> Keeley Baker and Anna Lloyd <b>Time Slot:</b> 25 Feb 2021, 16:10 - 16:20

## On the Parent App

On the main page, if your school has opened booking, 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.

**Consultation dates**  
10 Feb 2022, 15:00 - 18:00

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**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 Primary Guardians will be attending.

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 Primary 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

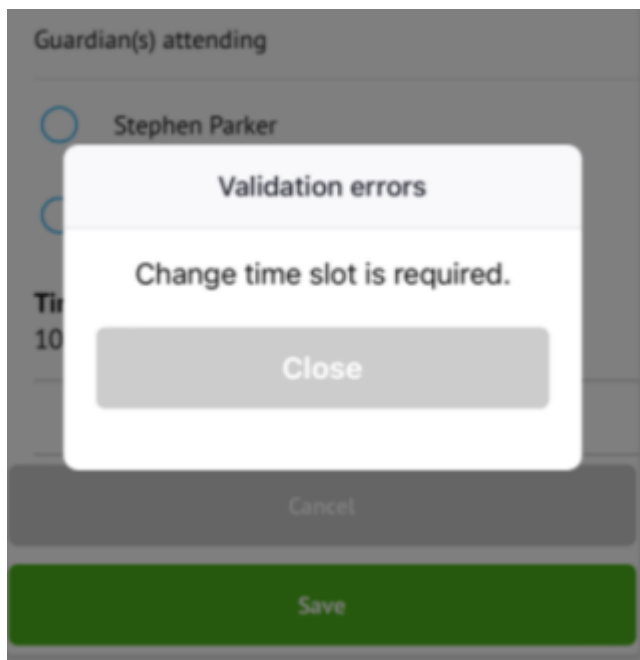
Are you sure?

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.



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.

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.

