

# How to book your Parent Consultation appointment



## Booking via the Portal

You'll see on your homepage whether there is an upcoming Parent Consultation- this is called a Guardian Consultation.

If a consultation event has been created but the appointment booking has **not** yet been enabled, the dates of the parent consultation will be shown with a note of when this will be available for you to book.

### 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'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.

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	<b>Students:</b> Elsie Anderson <b>Form/Class:</b> Form 7BG <b>Staff:</b> Katie Harrison <b>Time Slot:</b> <b>Not booked</b> <small>Self scheduling is open from 01 Feb 2022, 08:00 - 10 Feb 2022, 08:00, please click to book time slot</small>	▶
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Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and who will be attending.

# How to book your Parent Consultation appointment



[« Back](#) **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

[Book time slot](#)

**Notes**

No notes added.

[Add note](#)

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

**!** **Please correct this error:**

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

[OK](#)

Guardian(s) attending  Leo Anderson  
 Sophia Anderson

Time slot\* 10 Feb 2022, 15:00

[Book time slot](#)

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

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**

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	25 Feb 2021, 16:00 - 16:10

Change time slot\*

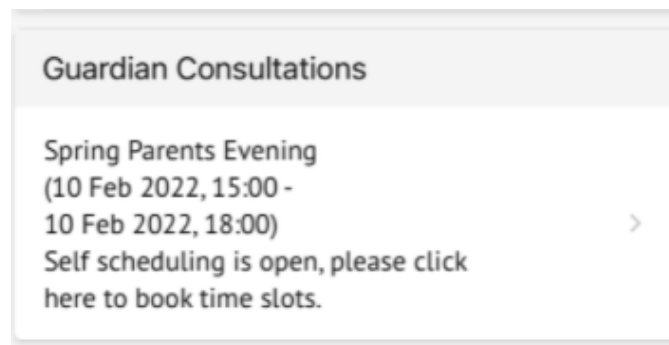
[Amend guardians](#) [Reschedule meeting](#)

# How to book your Parent Consultation appointment

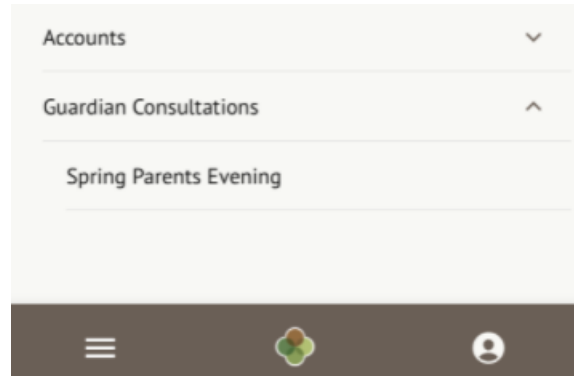


## Booking via the Parent App

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

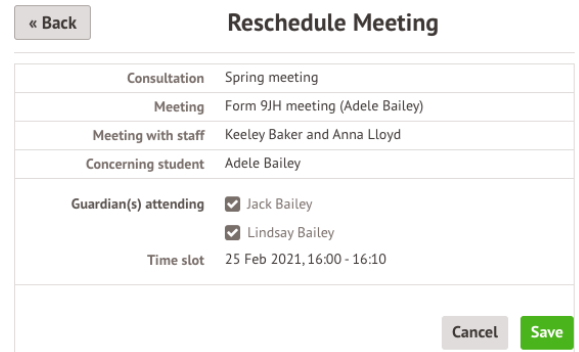


You can also use the menu. Click the menu icon at the bottom left of your screen, then select **Guardian Consultations**.



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.



## How to book your Parent Consultation appointment



**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

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**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](#)

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**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 who will be attending.

**Make sure at least one person is ticked or you won't be able to click the Book Time Slot button.**

# How to book your Parent Consultation appointment



**Meeting**  
7A meeting (Archie Parker)

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**Meeting with staff**  
Abigail Graham

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**Concerning student**  
Archie Parker

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Guardian(s) attending

- Stephen Parker
- Yvonne Parker

Time slot

10 Feb 2022, 15:00 ▼

**Book Time Slot**

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**Notes**

No notes added.

**Add Note**

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

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.

# How to book your Parent Consultation appointment



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