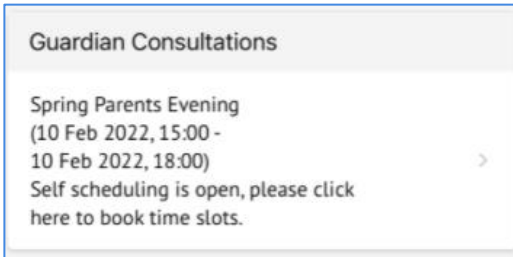


[How to book a Parents Evening appointment using the Arbor Parent App](#)

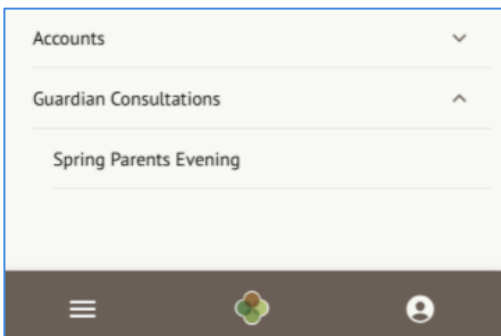
Please note: Arbor uses the phrase “Guardian Consultations” for Parent’s Evening

On the Parent App

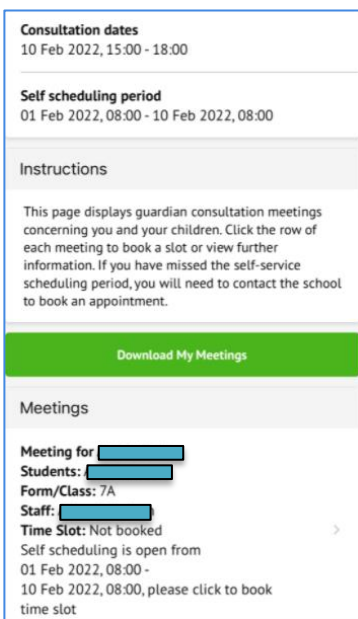
On the main page, if your school has opened booking, you can select Guardian Consultations.



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 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.

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 cannot select a time slot, it means the staff member has no availability.

Meeting
7A meeting

Meeting with staff
Abigail Graham

Concerning student

Guardian(s) attending

Time slot

Book Time Slot

Notes
No notes added.

Add Note

Make sure at least one guardian is ticked or you will not be able to click the Book Time Slot button.

You will be asked to confirm your choice, and you will 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

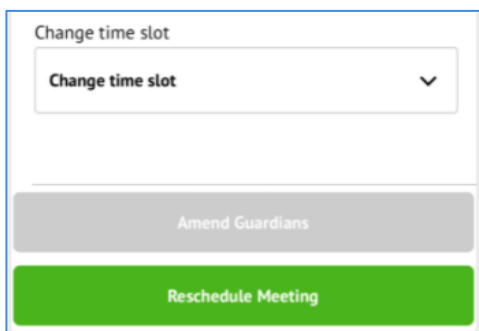
Students:

Form/Class: 7A >

Staff: Abigail Graham

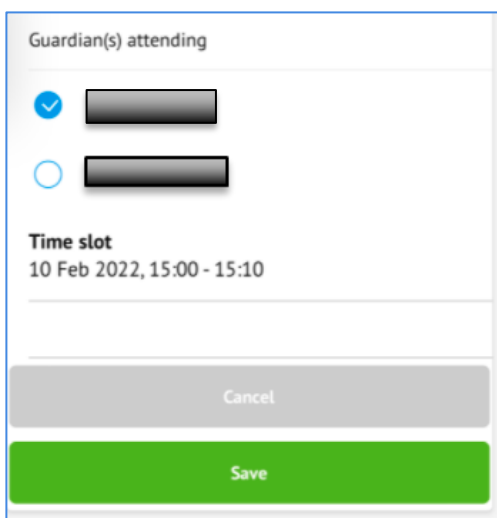
Time Slot: 10 Feb 2022, 15:00 - 15:10

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.

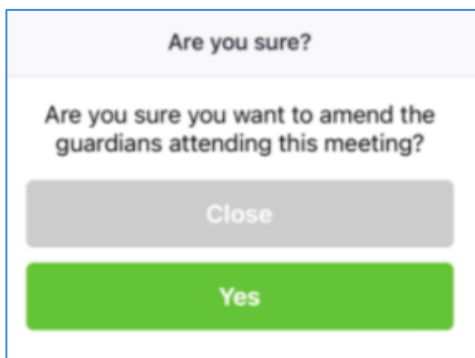


The screenshot shows a form titled "Change time slot". At the top, there is a dropdown menu with the text "Change time slot" and a downward arrow. Below the dropdown is a grey button labeled "Amend Guardians". At the bottom of the form is a prominent green button labeled "Reschedule Meeting".

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



The screenshot shows a form titled "Guardian(s) attending". It features two rows, each with a radio button and a grey rectangular input field. The first row has a checked radio button (blue checkmark), and the second row has an unchecked radio button. Below the radio buttons, the text "Time slot" is followed by "10 Feb 2022, 15:00 - 15:10". At the bottom of the form are two buttons: a grey "Cancel" button and a green "Save" button.

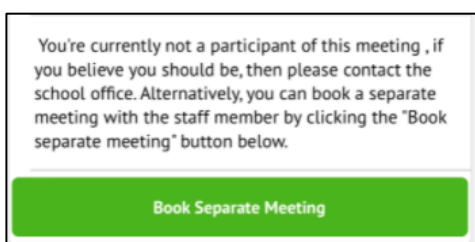


The screenshot shows a confirmation dialog box titled "Are you sure?". The main text asks, "Are you sure you want to amend the guardians attending this meeting?". At the bottom, there are two buttons: a grey "Close" button and a green "Yes" button.

You will not be able to remove **all** guardians from the slot, and you will receive a validation error.

If you have unticked yourself as the attending guardian, you will 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, please contact us to amend this for you.



The screenshot shows a dialog box with a text message: "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." Below the text is a green button labeled "Book Separate Meeting".

How to book a Parents Evening appointment using the Arbor Parent Portal

Please note: Arbor uses the phrase "Guardian Consultations" for Parent's Evening

On the Parent Portal

You will 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 [redacted]

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.

If it is not possible to book a meeting yet but you believe you should be able to, please contact us. You can also add a note here.

Spring meeting

« Back **Meeting**

Consultation	Spring meeting
Meeting	Form 9IH m [redacted]
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	[redacted]
Guardian(s) attending	[redacted]
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 will 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 **Students:** [redacted]
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 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 cannot select a time slot, it means the staff member has no availability for this event.

[« Back](#) **Schedule Meeting**

Consultation Spring Parent's Evening

Meeting Form 7BG meeting [redacted]

Meeting with staff Katie Harrison

Concerning student [redacted]

Guardian(s) attending [redacted]
 [redacted]

Time slot* 10 Feb 2022, 15:00 |

Notes

No notes added.

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

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

Meetings

Meeting for Adele Bailey **Students:** [redacted]
Form/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 guardians or add them back into the meeting.

« Back **Reschedule Meeting**

Consultation	Spring meeting
Meeting	Form 9JH [redacted]
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	[redacted]
Guardian(s) attending	[redacted]
Time slot	25 Feb 2021, 16:00 - 16:10

Change time slot* ▼

« Back **Reschedule Meeting**

Consultation	Spring meeting
Meeting	Form 9JH [redacted]
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	[redacted]
Guardian(s) attending	<input checked="" type="checkbox"/> [redacted] <input checked="" type="checkbox"/> [redacted]
Time slot	25 Feb 2021, 16:00 - 16:10

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

« Back **Meeting**

Consultation	Spring meeting
Meeting	Form 9JH [redacted]
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	[redacted]

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.

If you want to remove an incorrect booking or add yourself back into the original booking, please contact us and we can amend this for you.

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

F&Q's

Will I receive an email confirmation for all slots booked when having multiple siblings at a school?

When logging into the Guardian portal/app and booking consultations for multiple siblings, you will need to confirm all children's date of birth before booking; otherwise, a confirmation email will not be sent.

What do I do if there is no time slot dropping down for the teacher I want to see?

If you cannot book a slot, it means the staff member has not been given a period of availability - you will need to contact your school.