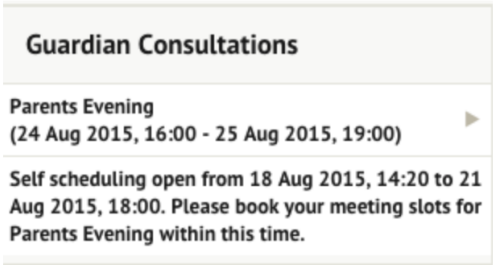
Guidance on booking consultation evening appointments using Arbor Parent Portal

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

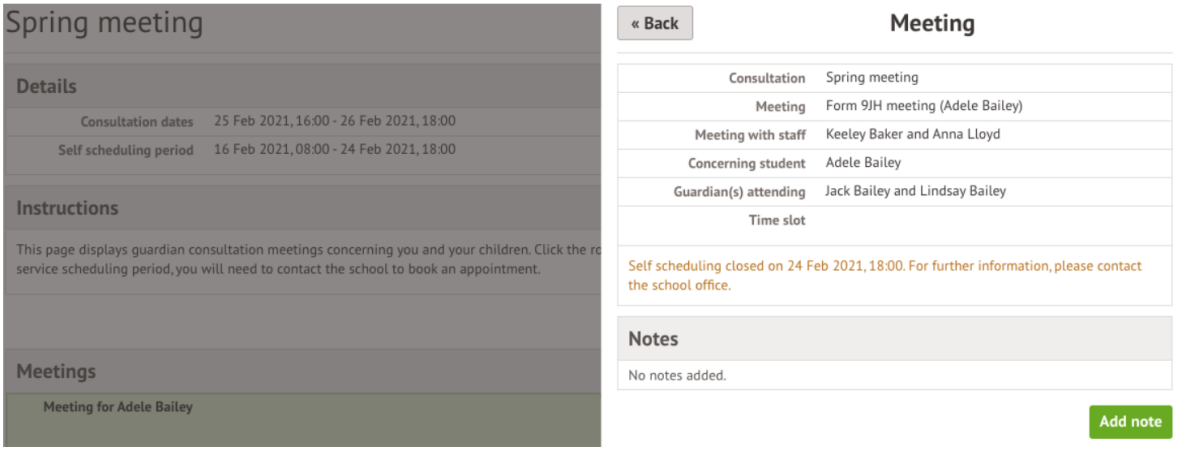
In the case where no Parents Evening has been arranged, the section will state the below:

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.



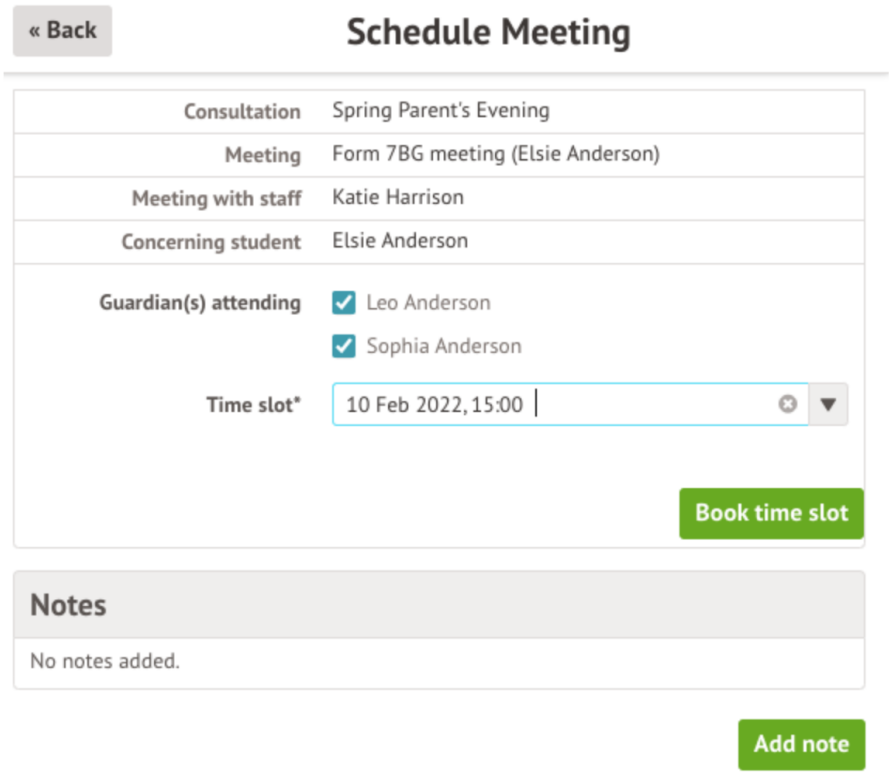
You can view more details about the meeting and book a slot if your school has enabled this.

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.



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.

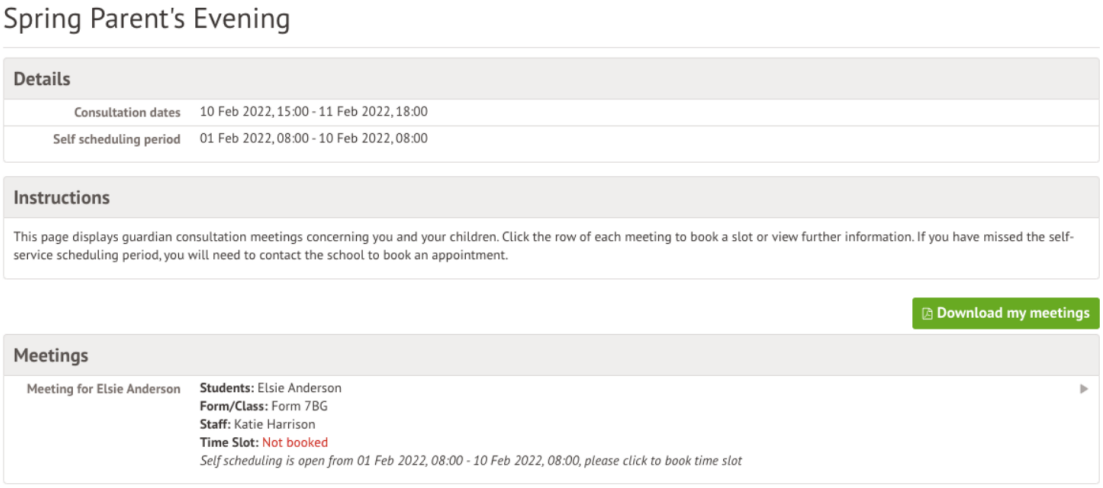
If you can't select a time slot, it means the staff member has not been given a period of availability - **get in touch with your school** and ask them to add this into their setup to enable you to book a slot.



You'll be able to see when booking is available.

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.



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

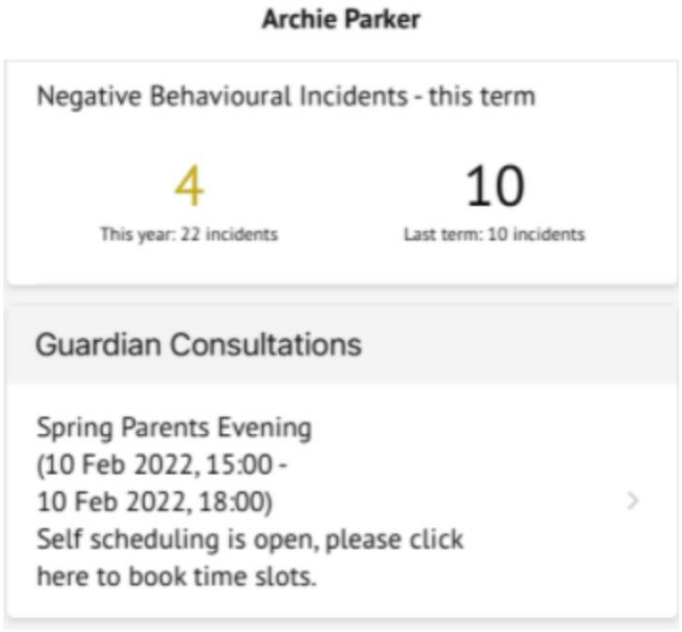
The page will then reload and show that your booking has been successful.

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

Guidance on booking consultation evening appointments using Arbor App

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

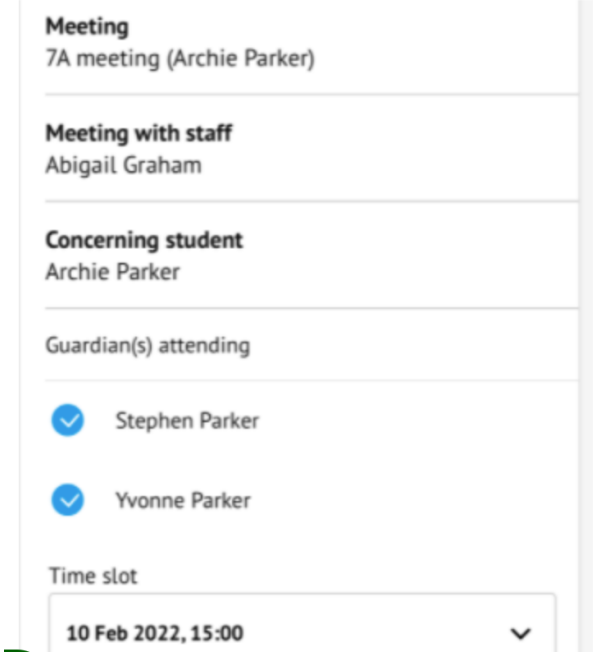
You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.

To book a meeting, click the available meeting at the bottom of the screen.

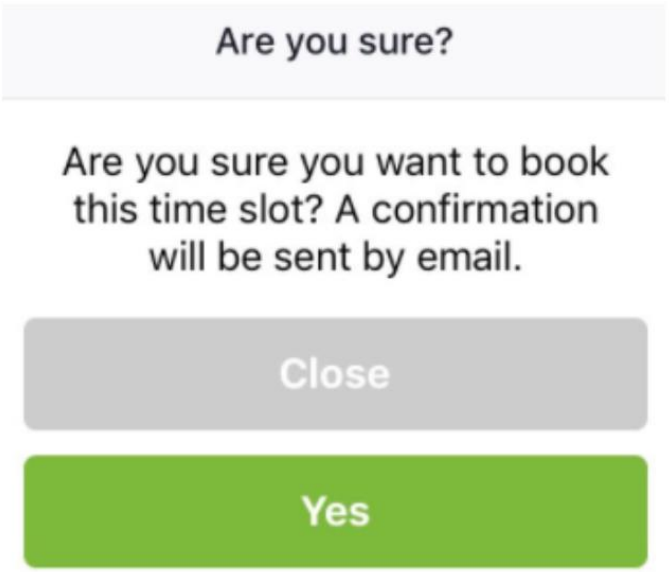
Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which Primary Guardians will be attending.

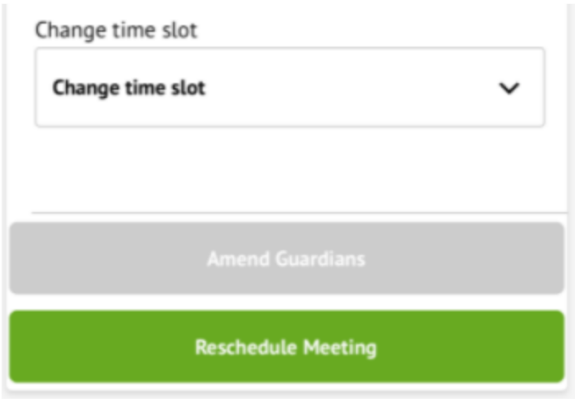
If you can't select a time slot, it means the staff member has not been given a period of availability - **get in touch with your school** and ask them to add this into their setup to enable you to book a slot.

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



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



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

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