



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

Follow



Gwyn Mabo
February 18, 2026 at 1:00 PM

If your school is running Guardian Consultations (parents' 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

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 [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.

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's not 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

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 view further information. If you have missed the self-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.

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-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 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.

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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	☒ Leo Anderson ☒ Sophia Anderson
Time slot*	10 Feb 2022, 15:00  

Book time slot

Notes

No notes added.

Add note

Make sure 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.

Guardian(s) attending

☐ Leo Anderson
☐ Sophia Anderson

Time slot*

10 Feb 2022, 15:00  

Book time slot

OK

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	Students: Adele Bailey 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.

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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*	Change time slot

Amend guardians

Reschedule meeting

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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 ☒ Lindsay Bailey
Time slot	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

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	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	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Location: Undisclosed Time Slot: Undisclosed
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Time Slot: 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.

Archie Parker

Negative Behavioural Incidents - this term

4
This year: 22 incidents

10
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

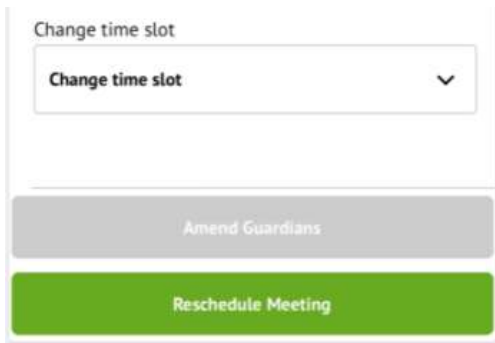
Yes

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

Meetings

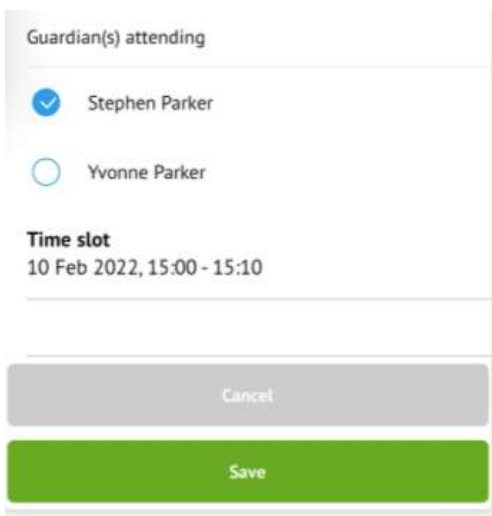
Meeting for Archie Parker
Students: Archie Parker
Form/Class: 7A
Staff: Abigail Graham
Time Slot: 10 Feb 2022, 15:00 - 15:10

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.

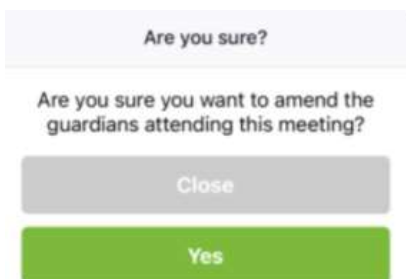


A screenshot of a modal titled "Change time slot". It features a dropdown menu with the text "Change time slot" and a downward arrow. Below the dropdown are two buttons: a grey "Amend Guardians" button and a green "Reschedule Meeting" button.

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

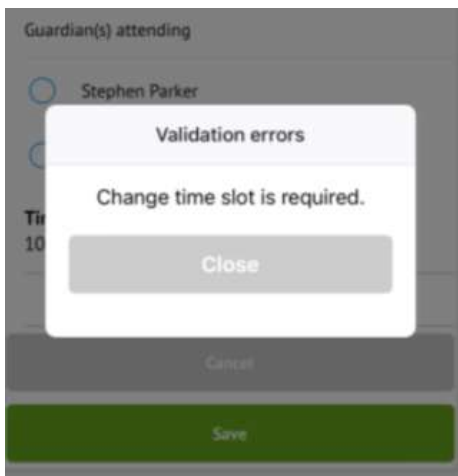


A screenshot of a modal titled "Guardian(s) attending". It lists two guardians: "Stephen Parker" with a checked blue circle and "Yvonne Parker" with an unchecked blue circle. Below the list, it shows the "Time slot" as "10 Feb 2022, 15:00 - 15:10". At the bottom are two buttons: a grey "Cancel" button and a green "Save" button.



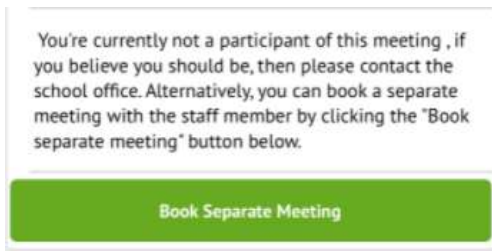
A screenshot of a confirmation modal titled "Are you sure?". It contains the text "Are you sure you want to amend the guardians attending this meeting?". At the bottom are two buttons: a grey "Close" button and a green "Yes" button.

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.



FAQ

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'll need to confirm all children's date of birth before booking; otherwise, a confirmation email will not be sent.

Was this article helpful?



119 out of 388 found this helpful

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- ▶ [Behaviour on Parent App](#)
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- ▶ [Seeing and updating my child's information on the Parent Portal or Parent App](#)

- ▶ Add new guardians and contacts for your child on the Parent Portal and Parent App
- ▶ Updating your own guardian details on the Parent Portal and Parent App
- ▶ How do I add my National Insurance (NI) number on the Parent Portal?
- ▶ In-app messages in the Parent Portal and Parent App
- ▶ Booking Guardian Consultations (Parent's Evenings) on the Parent Portal or Parent App

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- ▶ Census Summary Inspection

I'm still stuck!

Comments

4 comments

Sort by ▾



Samantha Windley
September 27, 2020 at 11:54 AM

So how do I book my slot with my school ?



-2



Desma Tucker
September 28, 2020 at 7:52 AM

Hi Samantha,

If your school is using the Parent Portal or Arbor App you'll be able to follow the instructions in this guide to book your slot. If you can't see any guardian consultations for your child or you're not sure if your school is using the Parent Portal, please contact your child's school directly.



-1



Taimi Rong
January 8, 2021 at 5:03 PM

For some meetings there are no time slot dropping down, what should I do?



0





Gwyn Mabo

January 11, 2021 at 8:43 AM



Hi Taimi, if you aren't able to book a slot, it means the staff member has not been given a period of availability - you'll need to contact your school and ask them to add this into their setup to enable you to book a slot.

Article is closed for comments.

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