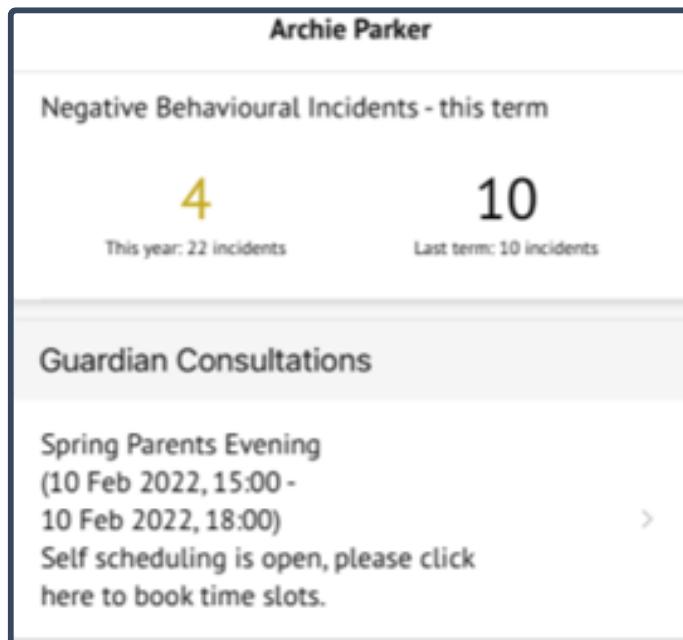


# Guardian Consultations

## 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

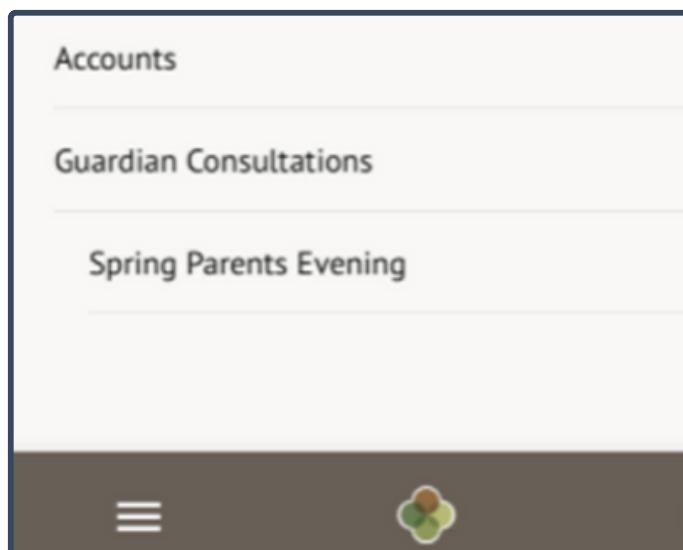
4 10

This year: 22 incidents 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

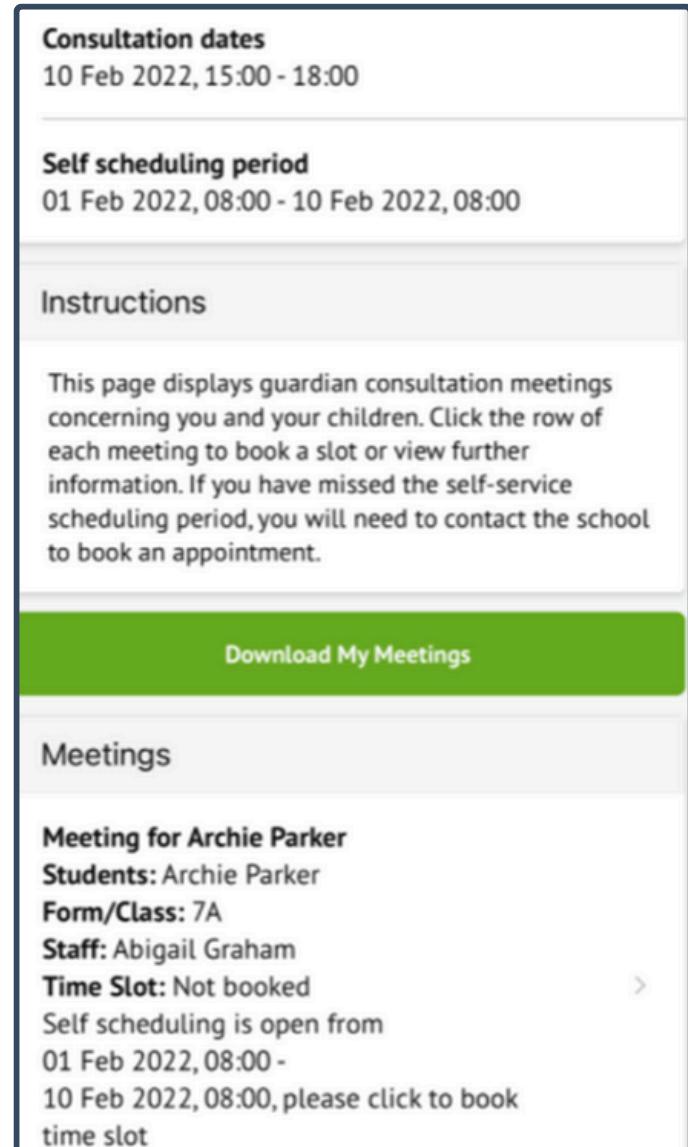
Guardian Consultations

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



# Guardian Consultations

## On the Parent App

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**

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**



# Guardian Consultations

## On the Parent App

Click Amend guardians to remove one of the child's 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](#)

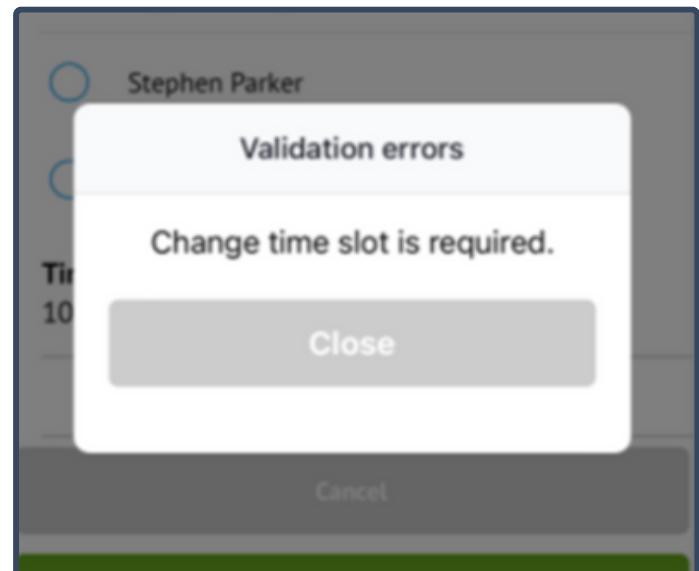
Are you sure?

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.

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](#)

