

Booking a Guardian Consultation

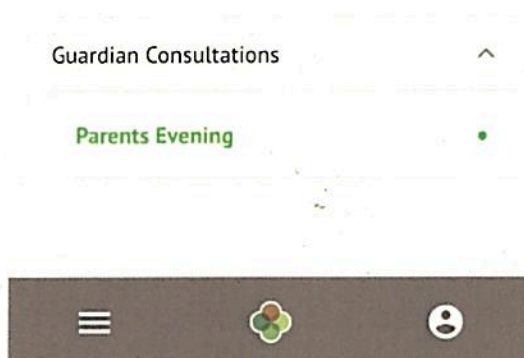
You can easily book a meeting for a Parent's Evening called a Guardian Consultation in Arbor. On the main page, if your school has opened booking, you can select Guardian Consultations.

Guardian Consultations

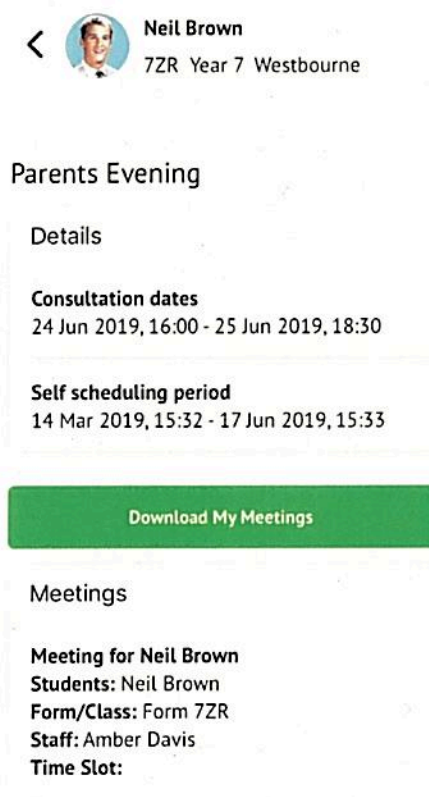
Parents Evening
(24 Jun 2019, 16:00 -
26 Jun 2019, 19:00)
Self scheduling is open, please
[click here to book time slots.](#)



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



This will take you to the **Parents Evening** 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 all your booked meetings by clicking the **Download my Meetings** button.

To book a meeting, click the available meeting at the bottom of the screen. You will be taken to the booking screen. Click to add a note, and select a time slot. Then click the **Book Time Slot** button.

✕

Schedule Meeting

Consultation
Parents Evening

Meeting
Form 7ZR meeting (Neil Brown)

Meeting with staff
Amber Davis

Concerning student
Neil Brown

Guardian(s) attending
William Brown

Time slot

24 Jun 2019, 16:00

Book Time Slot

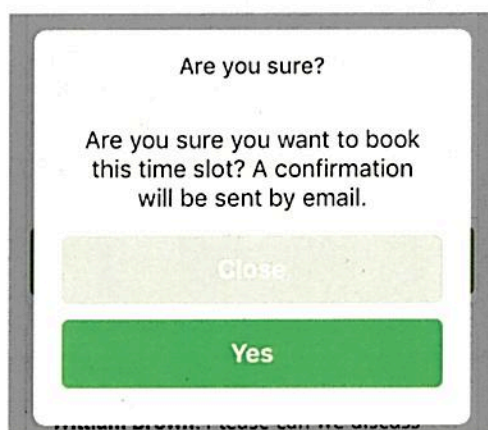
Notes

William Brown: Please can we discuss Neil's behaviour
20 May 2019, 10:15

Add Note



You will be asked to confirm your choice.



The *Parents Evening* page will then show you have booked the meeting.

Meeting for Neil Brown
Students: Neil Brown
Form/Class: Form 7ZR
Staff: Amber Davis
Location: Site 1: Hall
Time Slot: 24 Jun 2019, 16:00 - 16:10

You can amend the meeting time if needed by clicking on the meeting again.

