

# Booking Guardian Consultations

## (Parent's Evenings)

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

**Archie Parker**

Negative Behavioural Incidents - this term

<b>4</b>	<b>10</b>
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 ▼




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Guardian Consultations ▲

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Spring Parents Evening

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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.

The screenshot shows a user interface for guardian consultations. It is divided into several sections: 'Consultation dates' (10 Feb 2022, 15:00 - 18:00), 'Self scheduling period' (01 Feb 2022, 08:00 - 10 Feb 2022, 08:00), 'Instructions' (explaining the booking process), a green 'Download My Meetings' button, and a 'Meetings' section. The 'Meetings' section lists a meeting for Archie Parker, with details on students, form/class, staff, and time slot. A right-pointing arrow is next to the 'Time Slot' field.

**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 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.

**Meeting**  
7A meeting (Archie Parker)

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**Meeting with staff**  
Abigail Graham

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**Concerning student**  
Archie Parker

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Guardian(s) attending

- Stephen Parker
- Yvonne Parker

Time slot

10 Feb 2022, 15:00 ▼

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**Book Time Slot**

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**Notes**

No notes added.

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**Add Note**

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

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



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

#### Guardian(s) attending

Stephen Parker

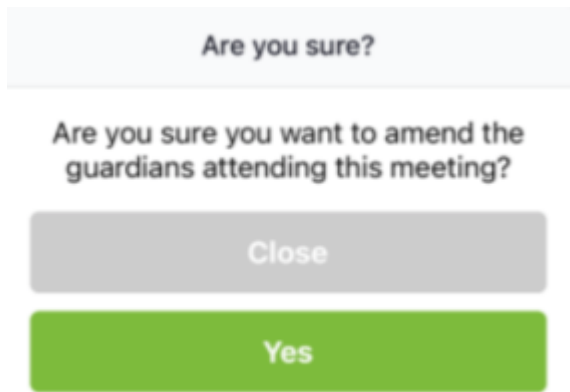
Yvonne Parker

#### Time slot

10 Feb 2022, 15:00 - 15:10

Cancel

Save



You won't be able to remove all guardians from the slot, and you'll receive this error.

