



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

From a student's profile within Parent Portal you will see the below section:

Guardian Consultations

Parents Evening Year 7 (13 Aug 2018, 16:00 - 17 Aug 2018, 19:00) Self scheduling is open, please click here to book time slots. ▶

1. Click anywhere on the green or grey text to access the booking page, in this example Parents Evening Year 7 but please select the year group for your child.
2. The top of the consultation page shows the Self-scheduling Period and the Consultation Dates:

Parents Evening Year 7

Details

Consultation dates	13 Aug 2018, 16:00 - 17 Aug 2018, 19:00
Self scheduling period	08 Aug 2018, 09:00 - 17 Aug 2018, 12:00

3. Underneath this section you'll see an instruction box:

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 on to book an appointment.

4. The page will show that the consultation hasn't been scheduled yet by showing in red

Time Slot

Not booked

5. To book a consultation meeting, in the Meetings section as pictured below, click the row containing the student and staff member's name. A slide over will display the details of the consultation.

« Back **Schedule Meeting**

Consultation	Parents Evening Year 7
Meeting	Meeting between Daisy Bloom and Matilda Reynolds
Meeting with staff	Daisy Bloom
Concerning student	Matilda Reynolds
Guardian(s) attending	<input checked="" type="checkbox"/> Nicole Reynolds <input checked="" type="checkbox"/> Ryan Reynolds
Time slot	Time slot ▼

Book time slot

Notes

No notes added.

Add note

- Click on the Time slot drop-down button and choose the time you would like to attend the consultation.

The screenshot shows a web interface for booking a consultation. On the left, there is a sidebar with a '« Back' button and a list of categories: 'Consultation', 'Meeting', 'Meeting with staff', 'Concerning student', and 'Guardian(s) attending'. The main area displays a list of time slots starting from '13 Aug 2018, 18:10' down to '15 Aug 2018, 18:00'. A 'Time slot' dropdown menu is open at the bottom, showing the selected time slot '14 Aug 2018, 18:50' and a green arrow button to confirm the selection.

- Confirm on the pop-up window that the time is correct:

The screenshot shows a confirmation pop-up window titled 'Are you sure?'. The text inside asks, 'Are you sure you want to book this time slot? A confirmation will be sent by email.' At the bottom, there are two buttons: a grey 'No' button and a green 'Yes' button.

- The main page will then reload and show a green Time slot entry confirming your scheduled meeting:

The screenshot shows a 'Time Slot' entry in a table. The entry is highlighted in green and reads '14 Aug 2018, 18:50 - 19:00'.

This can be edited at any time by returning to this page and clicking on your booking.