

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

The **Guardian Consultation** page is only available when the student has a consultation approaching and the "**Self Scheduling**" is currently available.

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)	<i>Self scheduling is open, please click here to book time slots. ▶</i>

Click anywhere on the green or grey text to access the booking page, in this example Parents Evening Year 7.

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

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 are in a self-service scheduling period, you will need to contact the school on to book an appointment.

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

Time Slot
Not booked

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.

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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 <input type="button" value="▼"/>

[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.

« Back	13 Aug 2018, 18:10
	13 Aug 2018, 18:20
	13 Aug 2018, 18:30
Consultation	13 Aug 2018, 18:40
Meeting	13 Aug 2018, 18:50
	14 Aug 2018, 18:00
Meeting with staff	14 Aug 2018, 18:10
Concerning student	14 Aug 2018, 18:20
Guardian(s) attending	14 Aug 2018, 18:30
	14 Aug 2018, 18:40
	14 Aug 2018, 18:50
	15 Aug 2018, 18:00
Time slot	Time slot

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

Are you sure?

Are you sure you want to book this time slot? A confirmation will be sent by email.

No **Yes**

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

Time Slot

14 Aug 2018, 18:50 - 19:00

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

You can download a list of the meetings you have booked by clicking on the green Download my meetings button:

 [Download my meetings](#)

This will download a document that you can save to your device or print as required.