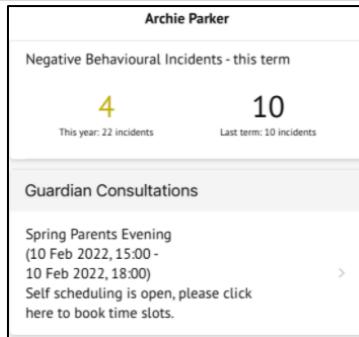
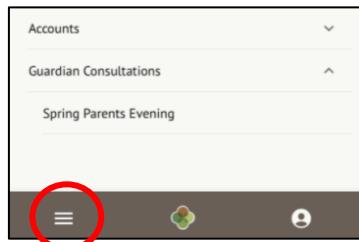


## Progress Evenings – Booking Appointments on Arbor

### On the Parent App

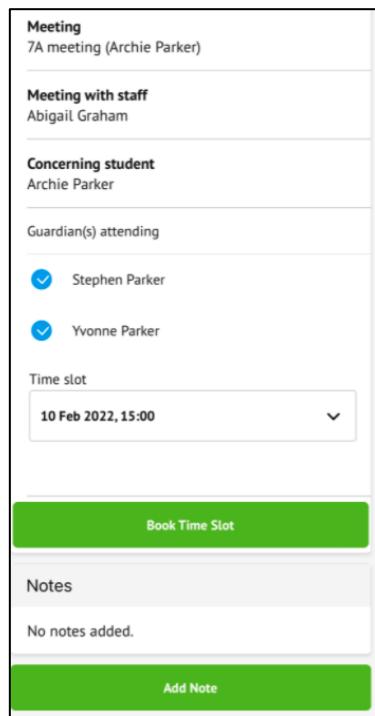


On the main page, select **Guardian Consultations**.



Or, you can use the menu. Click the menu icon at the bottom left of your screen, then select **Guardian Consultations**.

This will take you to the consultation page where you can see details of the appointments.



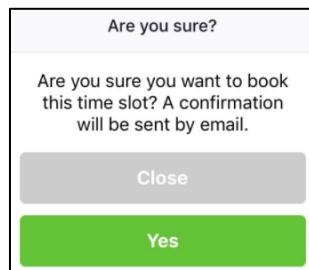
To **book a meeting**, click the available meeting at the bottom of the screen.

Click on the time slot drop-down and choose the time you would like to attend, 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 the Parent Portal.**

If you can't select a time slot, it means the staff member is fully booked.

Please email them if you have any questions regarding your child's progress.

**Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.**



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



The page will then show that your booking has been successful.

Change time slot

Change time slot

Amend Guardians

Reschedule Meeting

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.

**Please note: if both guardians were selected in the original booking, you will only be able to amend the booking for yourself.**

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

If you want to remove an incorrect booking or add yourself back into the original booking, **please get in touch** and we can amend this for you.

## Download a PDF of your appointments

We recommend downloading your appointments so that you have them to hand on the evening.

Click on the green **Download my meetings** button.

Download My Meetings

## How to make appointments on the Parent Portal

**Guardian Consultations**

No guardian consultations for Matilda [REDACTED]

You'll see on your homepage whether there is an upcoming Guardian Consultation.

**Guardian Consultations**

**Parents Evening**  
(24 Aug 2015, 16:00 - 25 Aug 2015, 19:00)

Self scheduling open from 18 Aug 2015, 14:20 to 21 Aug 2015, 18:00. Please book your meeting slots for Parents Evening within this time.

If a Consultation event has been created but bookings aren't open yet, the dates of the parents evening will be shown with a note of when self-scheduling is available.

Spring meeting

**Details**

Consultation dates 25 Feb 2021, 16:00 - 26 Feb 2021, 18:00  
Self scheduling period 16 Feb 2021, 08:00 - 24 Feb 2021, 18:00

**Instructions**

This page displays guardian consultation meetings concerning you and your children. Click the relevant service scheduling period, you will need to contact the school to book an appointment.

**Meetings**

Meeting for Adele Bailey

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**Meeting**

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	

Self scheduling closed on 24 Feb 2021, 18:00. For further information, please contact the school office.

**Notes**

No notes added.

Add note

If it isn't possible to book a meeting yet but you believe you should be able to, **get in touch with your school**. You can also add a note here.

**Guardian Consultations**

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00)

Self scheduling is open, please click here to book time slots. ▶

You'll be able to see when booking is available.

**Spring Parent's Evening**

**Details**

Consultation dates 10 Feb 2022, 15:00 - 11 Feb 2022, 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 Elsie Anderson Students: Elsie Anderson  
Form/Class: Form 7BG  
Staff: Katie Harrison  
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

Click to access the booking page and select the meeting to book.

Once you have made your appointments, remember to download them as a PDF by clicking on the green **Download my meetings** button.

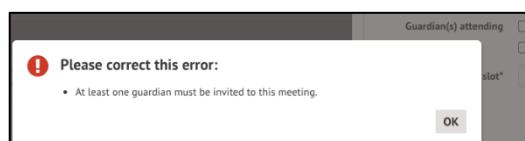
[« Back](#) **Schedule Meeting**

Consultation Spring Parent's Evening  
Meeting Form 7BG meeting (Elsie Anderson)  
Meeting with staff Katie Harrison  
Concerning student Elsie Anderson  
Guardian(s) attending  Leo Anderson  
 Sophia Anderson  
Time slot\* 10 Feb 2022, 15:00 ▾ [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, 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 is fully booked. Please email them if you have any questions regarding your child's progress.



Make sure at least one guardian is ticked, or you'll receive an error.

**Meetings**

Meeting for Adele Bailey Students: Adele Bailey  
Form/Class: Form 9JH  
Staff: Keeley Baker and Anna Lloyd  
Time Slot: 25 Feb 2021, 16:00 - 16:10

The page will then reload and show that your booking has been successful. You'll be sent an email confirmation.

[« Back](#) **Reschedule Meeting**

Consultation Spring meeting  
Meeting Form 9JH meeting (Adele Bailey)  
Meeting with staff Keeley Baker and Anna Lloyd  
Concerning student Adele Bailey  
Guardian(s) attending Jack Bailey and Lindsay Bailey  
Time slot 25 Feb 2021, 16:00 - 16:10  
[Change time slot\\*](#) [Change time slot](#) ▾

[Amend guardians](#) [Reschedule meeting](#)

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.

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

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**Reschedule Meeting**

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	<input checked="" type="checkbox"/> Jack Bailey <input checked="" type="checkbox"/> Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10

**Cancel** **Save**

**Please note: if both guardians were selected in the original booking, you will only be able to amend the booking for yourself.**

If you want to remove an incorrect booking or add yourself back into the original booking, **get in touch** and we can amend this for you.

**For further information on Progress Evening bookings** including how to change your appointments, please visit the Arbor help page: <https://support.arbor-education.com/hc/en-us/articles/203792102-Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App>