



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

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

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:

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

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

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.

« Back

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



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



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