

On the Parent Portal

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

In the case where no Parents' Evening has been arranged, the section will state the below:

Guardian Consultations

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

To book a meeting, click on the **Time slot** drop-down button and select your chosen time, 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 has not been given a period of availability

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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	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00

[Book time slot](#)

Notes

No notes added.

[Add note](#)

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

! Please correct this error:

- At least one guardian must be invited to this meeting.

OK

Guardian(s) attending Leo Anderson
 Sophia Anderson

Time slot* 10 Feb 2022, 15:00

[Book time slot](#)

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

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

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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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*	<input type="text" value="Change time slot"/> ▼

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

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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](#)