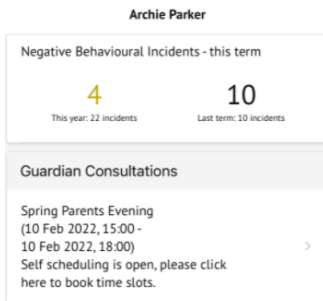


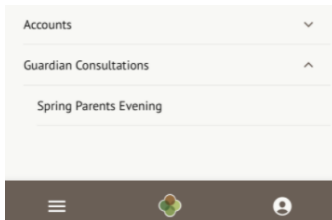
Arbor Guardian Consultation Instructions – Parent Guide

Arbor App

On the main page, if your school has opened booking, you can select Guardian Consultations.

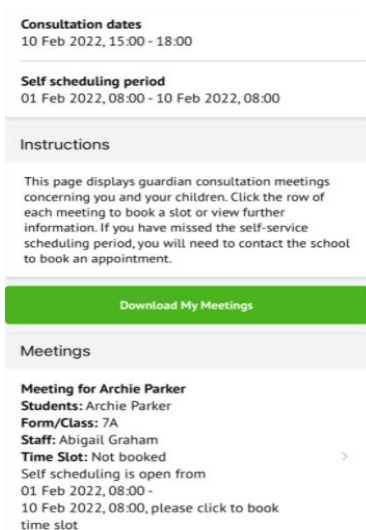


You can also use the menu. Click the menu icon at the bottom left of your screen, then select **Guardian Consultations**.



This will take you to the consultation page. You can see the dates you can book meeting slots within, and also see when you can book these slots until.

You can download a list of the meetings you have booked as a PDF by clicking on the green **Download my meetings** button.

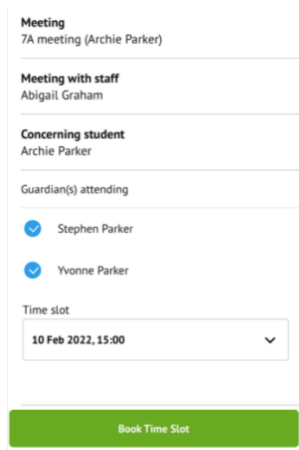


To book a meeting, click the available meeting at the bottom of the screen.

Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which Primary Guardians will be attending.

If you can't select a time slot, it means the staff member has not been given a period of availability - **get in touch with your school** and ask them to add this into their setup to enable you to book a slot.

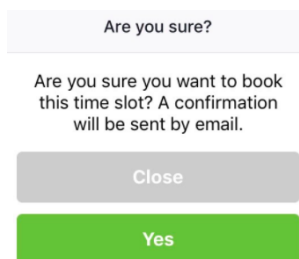
Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.



The screenshot shows a booking form with the following sections:

- Meeting:** 7A meeting (Archie Parker)
- Meeting with staff:** Abigail Graham
- Concerning student:** Archie Parker
- Guardian(s) attending:** Stephen Parker (checked), Yvonne Parker (checked)
- Time slot:** 10 Feb 2022, 15:00 (selected from a dropdown menu)
- Book Time Slot:** A green button at the bottom.

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



The dialog box contains the following text:

Are you sure?

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

Buttons: Close (grey), Yes (green)

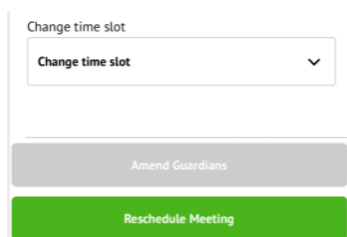
The page will then show that your booking has been successful.



The screenshot shows a 'Meetings' list with one entry:

- Meeting for Archie Parker**
Students: Archie Parker
Form/Class: 7A
Staff: Abigail Graham
Time Slot: 10 Feb 2022, 15:00 - 15:10

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.



The dialog box contains the following elements:

- Change time slot:** A dropdown menu with 'Change time slot' selected.
- Amend Guardians:** A grey button.
- Reschedule Meeting:** A green button.

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

Guardian(s) attending

Stephen Parker

Yvonne Parker

Time slot
10 Feb 2022, 15:00 - 15:10

Cancel

Save

Are you sure?

Are you sure you want to amend the guardians attending this meeting?

Close

Yes

You won't be able to remove all guardians from the slot, and you'll receive this error.

Guardian(s) attending

Stephen Parker

Validation errors

Change time slot is required.

Close

Cancel

Save

If you've unticked yourself as the attending guardian, you'll have the option to book a separate meeting slot if your school allows this.

If you want to remove an incorrect booking or add yourself back into the original booking, **get in touch with your school** and ask them to amend this for you.

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