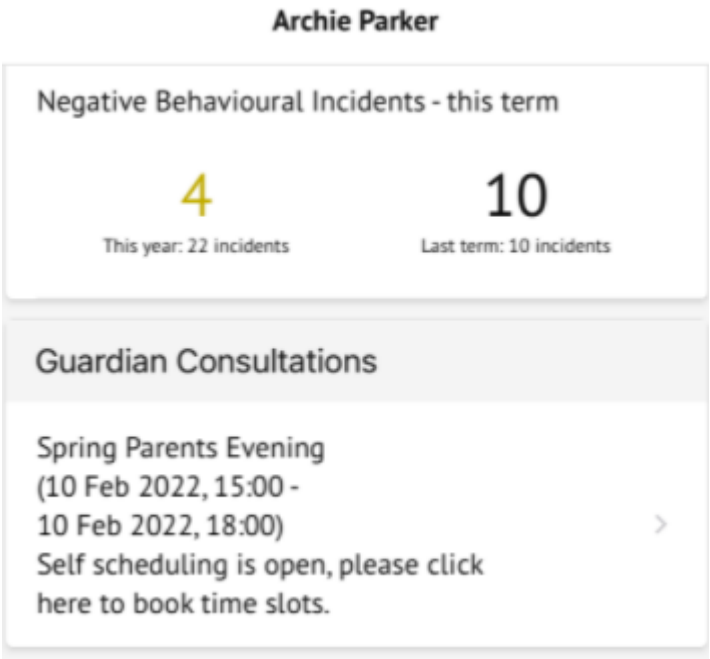
Booking Guardian Consultations (Parent's Evenings) on the Parent App

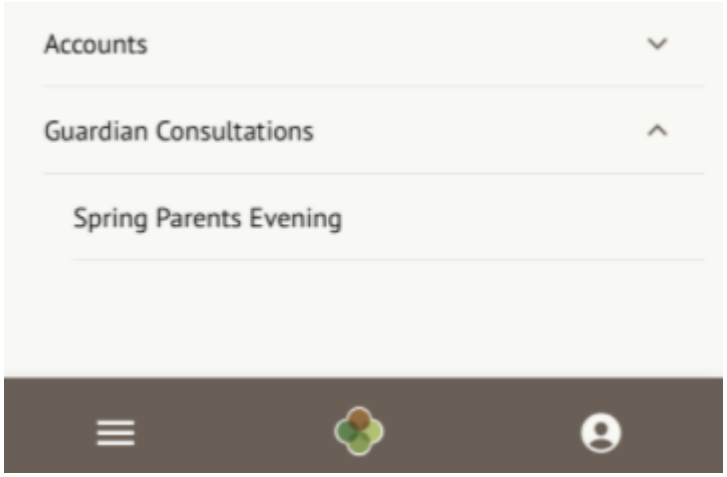
If your school is running Guardian Consultations (parent's evenings) and has enabled you to book, you'll be able to select a time through the Parent Portal or Parent App.

On the Parent Portal | **On the Parent App**

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

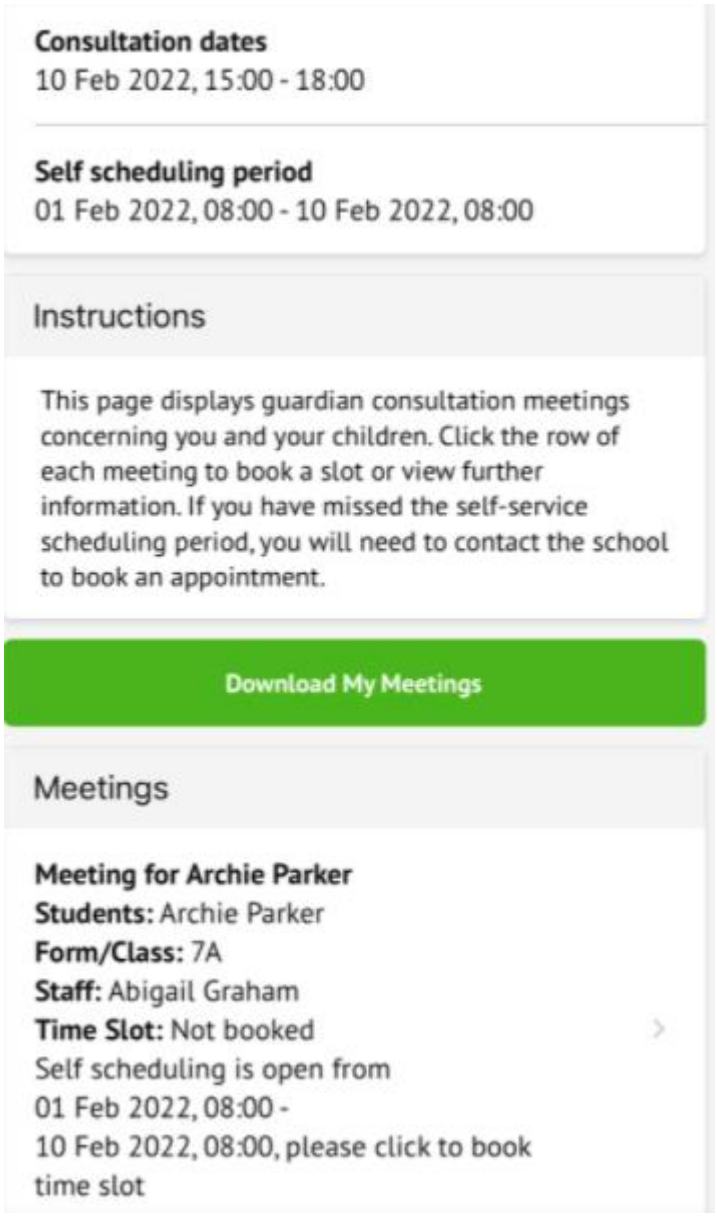


You can also use the menu. Click the menu icon at the bottom left of your screen, then select ***Guardian Consultations***.



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.

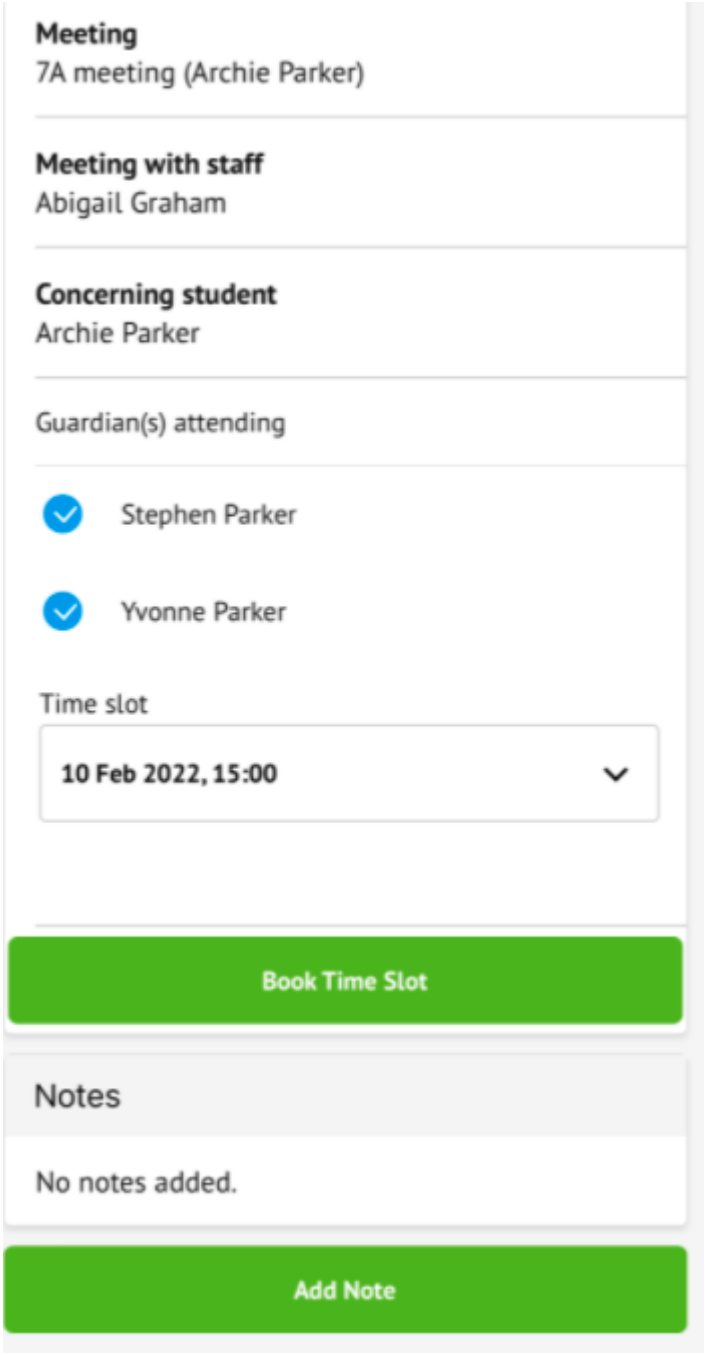


To book a meeting, click the available meeting at the bottom of the screen.

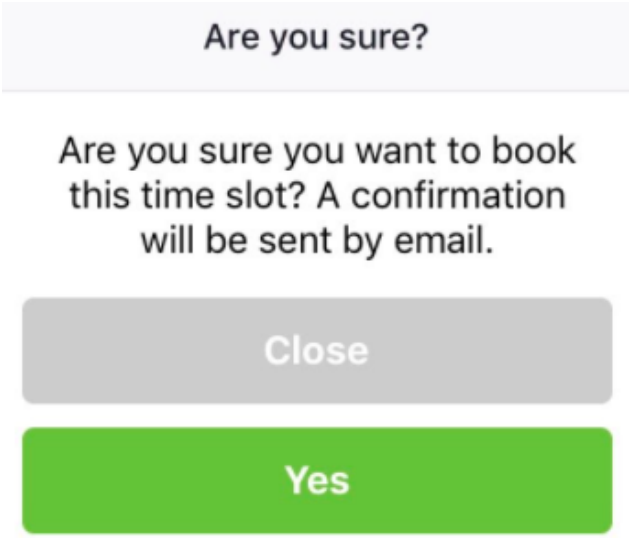
Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which and which guardians will be attending. **Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.**

If you can't select a time slot, it means the staff member has not been given a period of availability - **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.

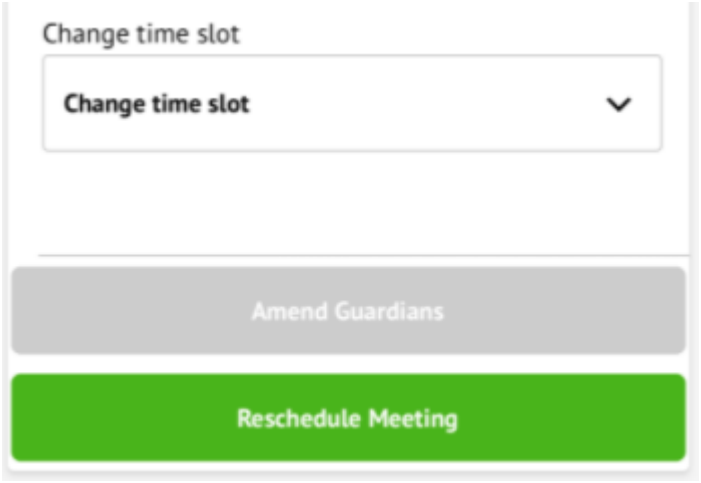


You will be asked to confirm your choice and you'll be sent an email confirmation.

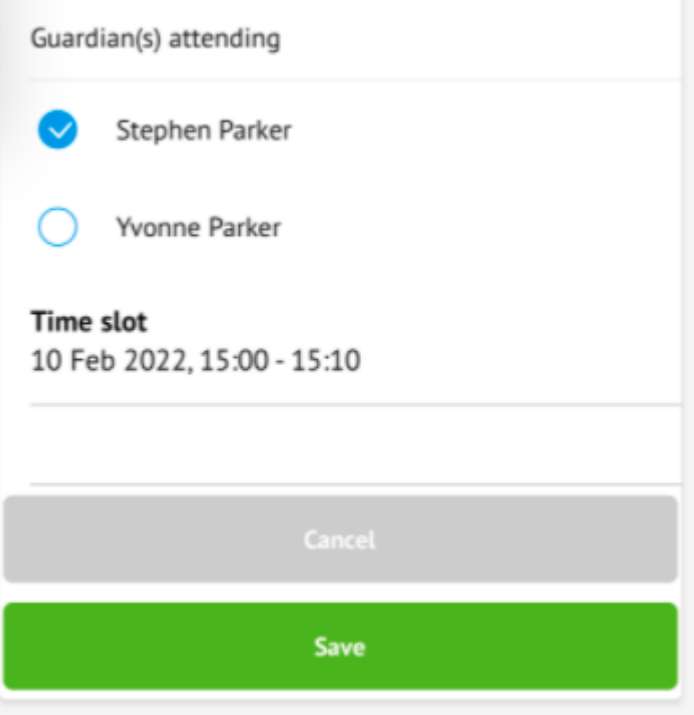


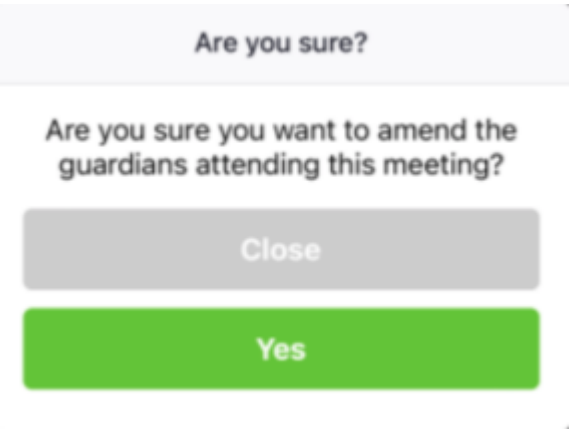
The page will then show that your booking has been successful.

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.

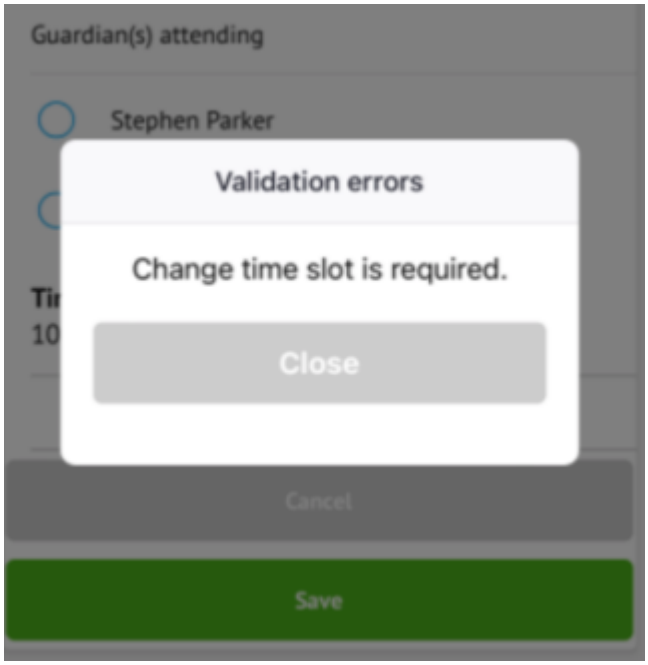


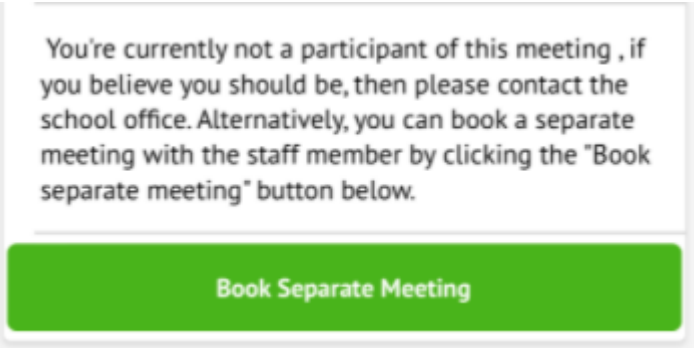
Click **Amend guardians** to remove one of the child's guardians or add them back into the meeting.





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



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.