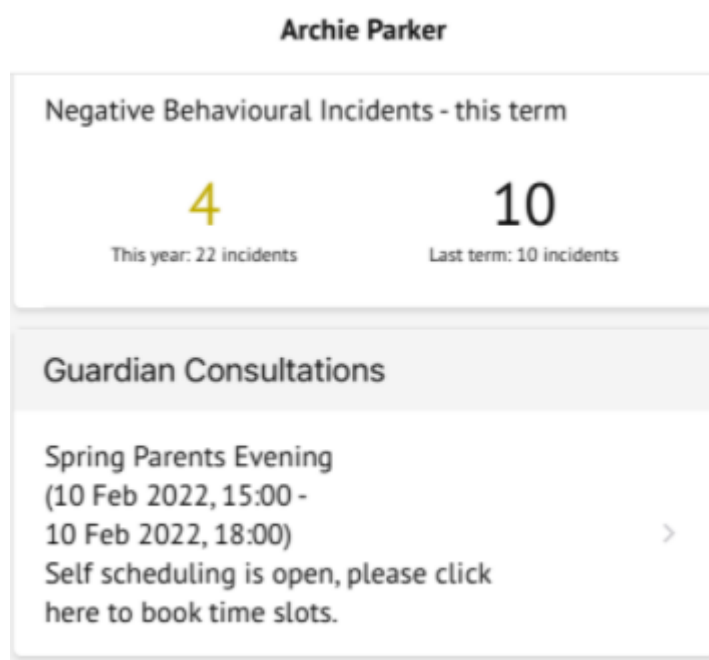
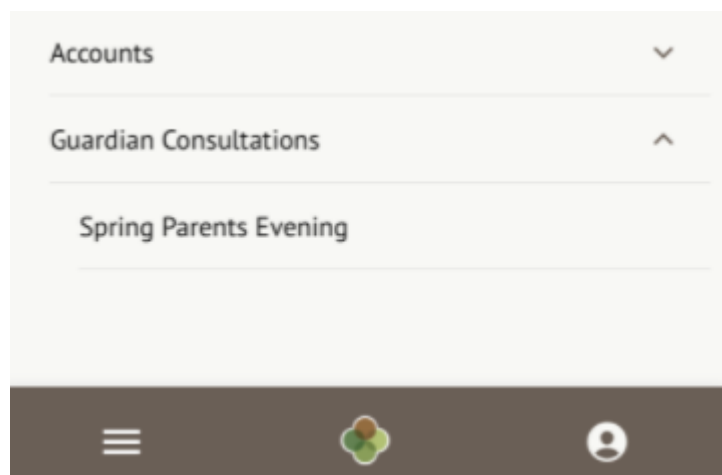


## Parent App

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.

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

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

**Meeting**  
7A meeting (Archie Parker)

**Meeting with staff**  
Abigail Graham

**Concerning student**  
Archie Parker

Guardian(s) attending

☒ Stephen Parker

☒ Yvonne Parker

Time slot

10 Feb 2022, 15:00

▼

Book Time Slot

Notes

No notes added.

Add Note

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

Are you sure?

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

Close

Yes

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

### Meetings

#### 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.

Change time slot

Change time slot



Amend Guardians

Reschedule Meeting

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

☐ Yvonne Parker

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

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.