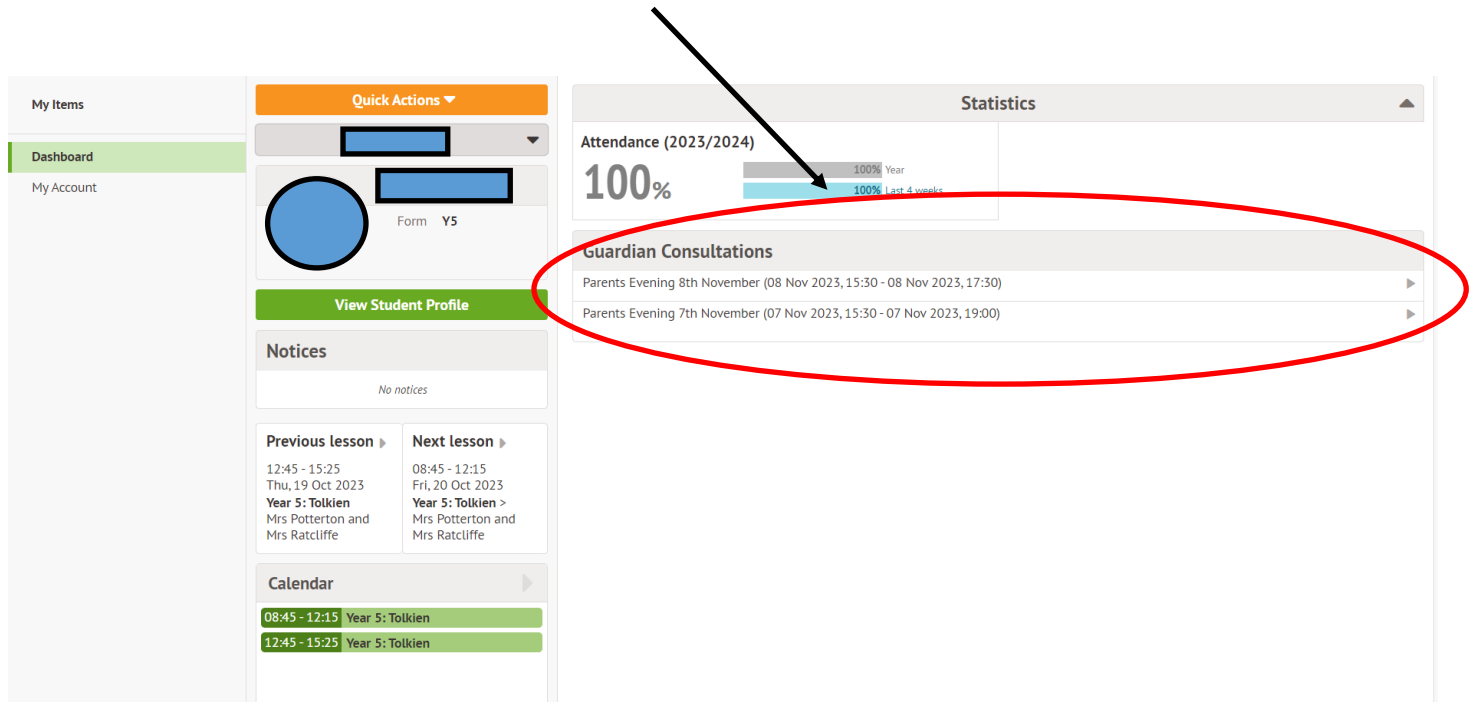


How to book parent evening slot using the Arbor website:

1. Log in to your Arbor account.
2. Click on the required date under 'Guardian Consultations'

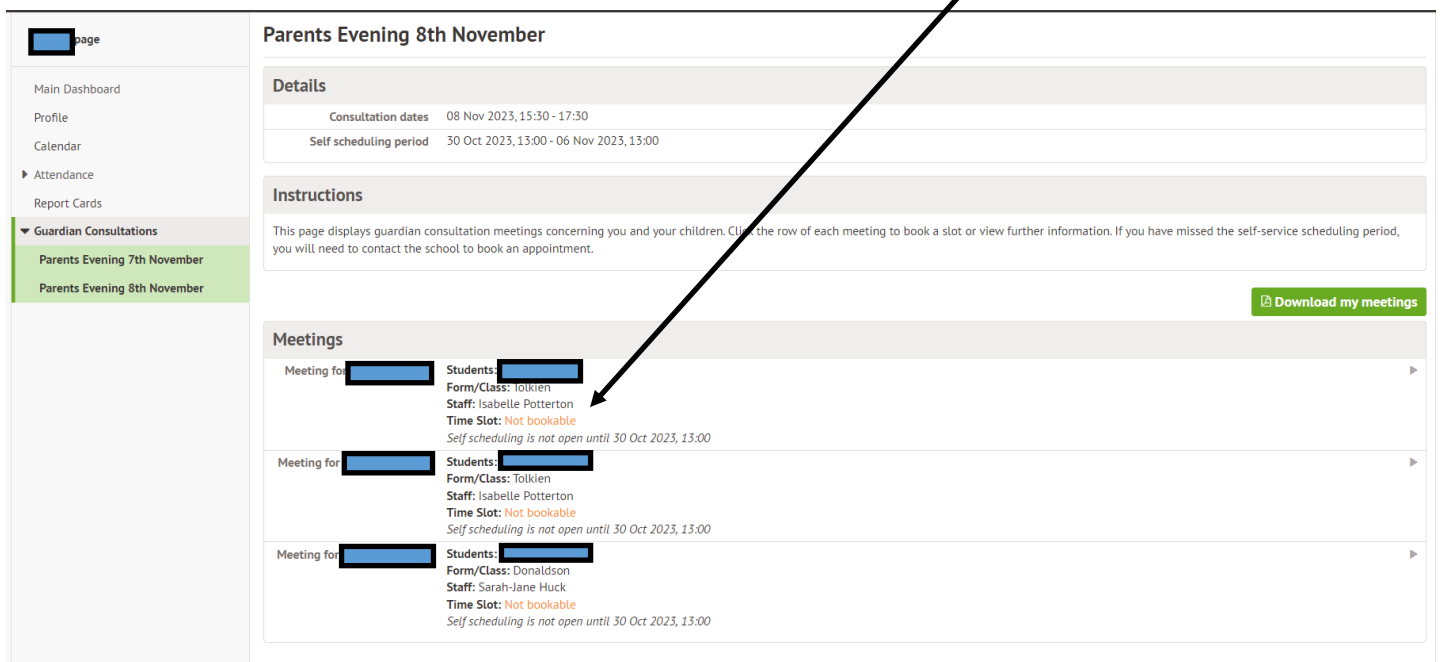


The screenshot shows the Arbor dashboard with a sidebar on the left containing 'My Items', 'Dashboard', and 'My Account'. The main content area is divided into several sections: 'Quick Actions' with a dropdown menu, a student profile card for 'Form Y5', 'View Student Profile', 'Notices' (No notices), 'Previous lesson' and 'Next lesson' cards, and a 'Calendar' showing lessons for 'Year 5: Tolkien'. On the right, the 'Statistics' section shows 'Attendance (2023/2024)' at 100% for both 'Year' and 'Last 4 weeks'. Below this, the 'Guardian Consultations' section is highlighted with a red circle and contains two entries: 'Parents Evening 8th November (08 Nov 2023, 15:30 - 08 Nov 2023, 17:30)' and 'Parents Evening 7th November (07 Nov 2023, 15:30 - 07 Nov 2023, 19:00)'. An arrow points from the 'Guardian Consultations' header to the 'Attendance' section.

3. The next page will enable you to book the time slot you require for your child.

4. If you have multiple children at the school, each child will be 'bookable'.

Note: You will only be able to book once the system is open for bookings.



The screenshot shows the 'Parents Evening 8th November' page. The left sidebar has 'Guardian Consultations' selected, with sub-items for 'Parents Evening 7th November' and 'Parents Evening 8th November'. The main content area has a title 'Parents Evening 8th November' and sections for 'Details' (Consultation dates: 08 Nov 2023, 15:30 - 17:30; Self scheduling period: 30 Oct 2023, 13:00 - 06 Nov 2023, 13:00), 'Instructions' (This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school to book an appointment.), and 'Meetings'. The 'Meetings' section is highlighted with a red circle and contains three rows of meeting information, each with a 'Meeting for' field, a 'Students' field, and details for 'Form/Class', 'Staff', 'Time Slot', and 'Self scheduling is not open until'. An arrow points from the 'Guardian Consultations' section in the previous screenshot to the 'Meetings' section.

If you encounter any issues, please contact the school office.