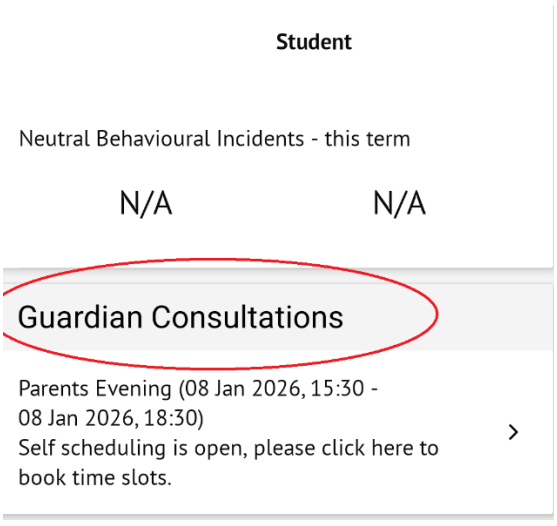
Hendon School

Quick User Guide - Booking Academic Review Day in Arbor

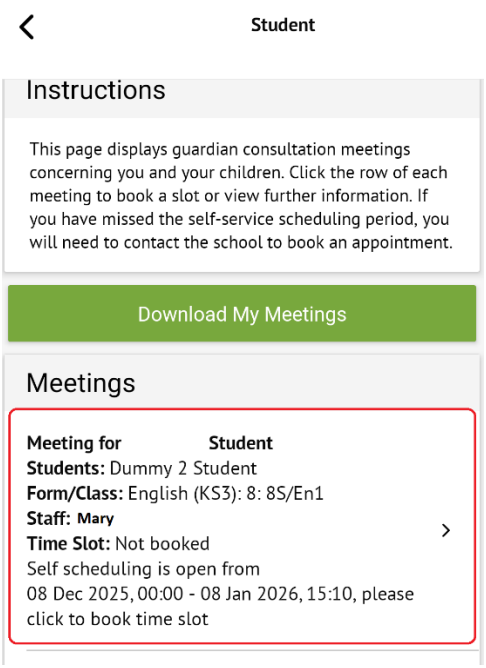
This guide will help you book a time slot for Academic Review Day using Arbor. You can make your booking through either the **Arbor Parent Portal** (via a web browser) or the **Arbor Parent App** (on your mobile device). The process is quick and straightforward, ensuring you can easily schedule a meeting with your child's teacher at a convenient time.

Booking Academic Review Day via Arbor Parent App

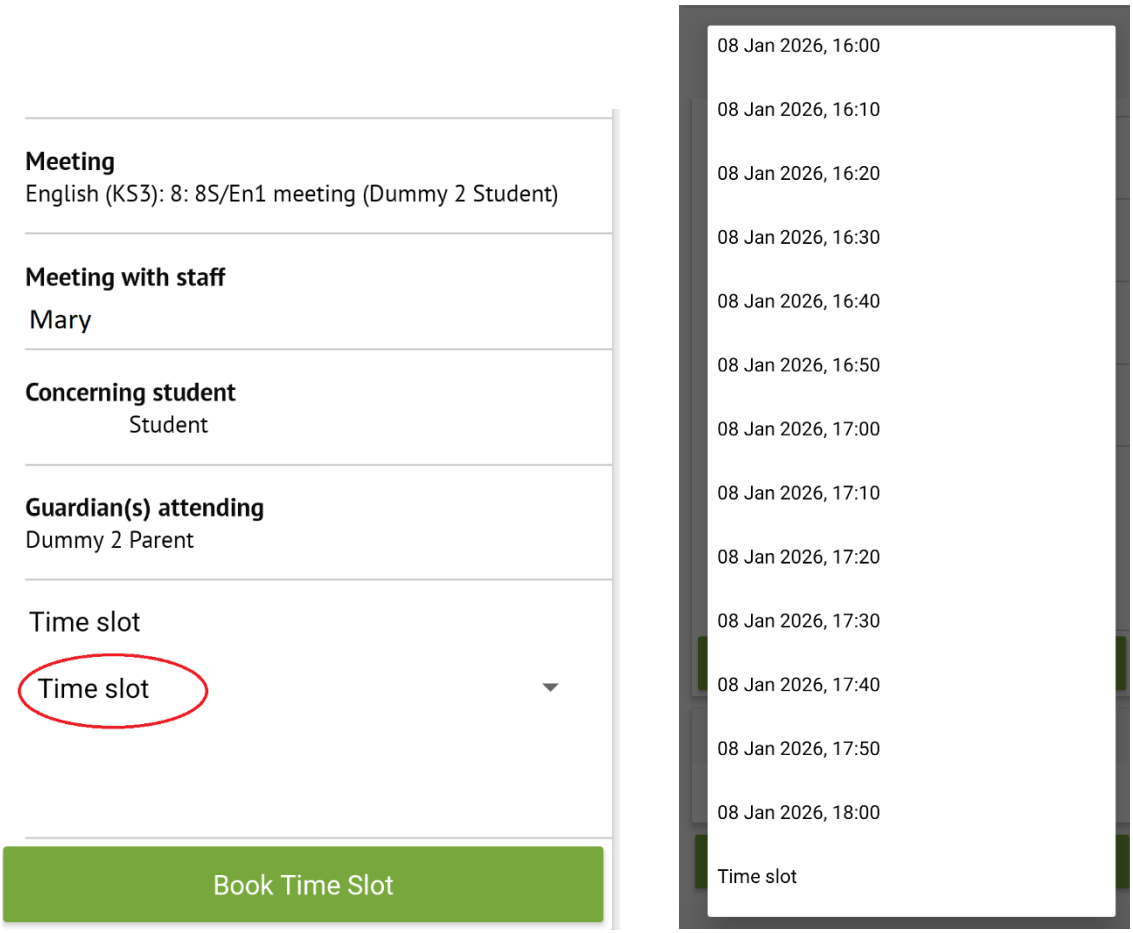
1. Log in to the **Arbor Parent App.**
2. Click on **Guardian Consultations**.



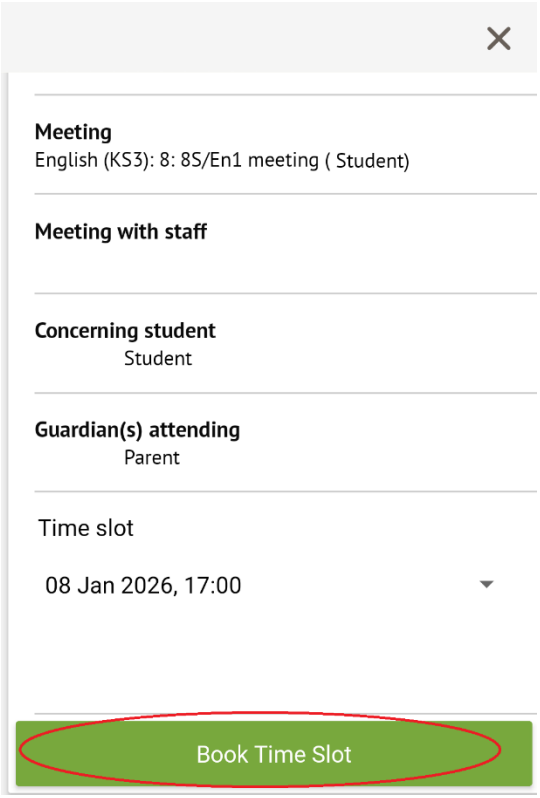
3. Select the teacher you would like to meet. This is your child's Monday form tutor.



4. Click on Time slot and choose a time slot from the dropdown menu.
   If no time slots are available, the teacher is fully booked.



5. Click the **Book Time Slot** button to confirm your booking.

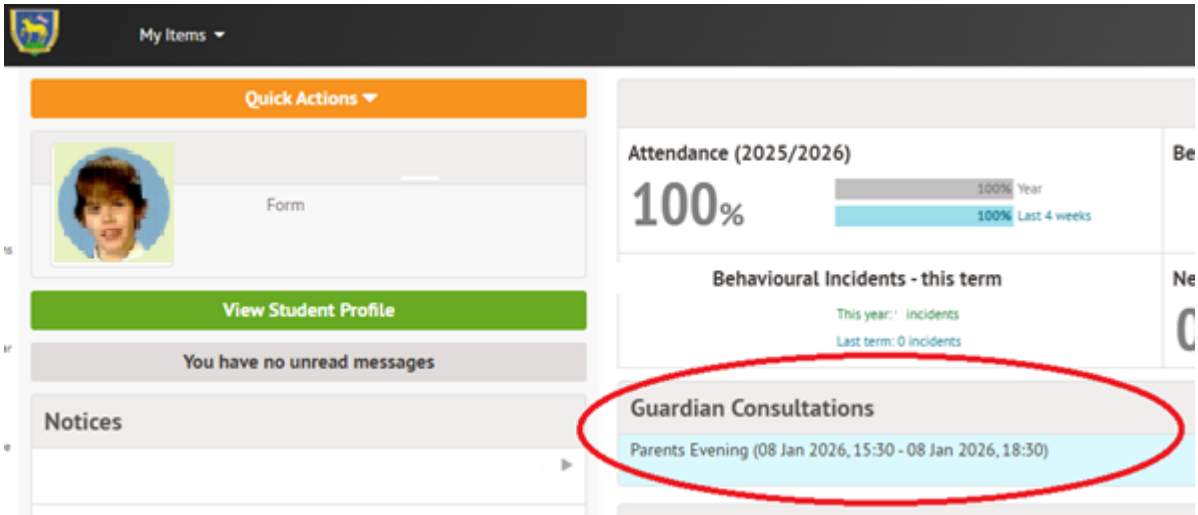


6. Repeat Step 3 to Step 5 make a separate booking for each teacher you wish to meet.

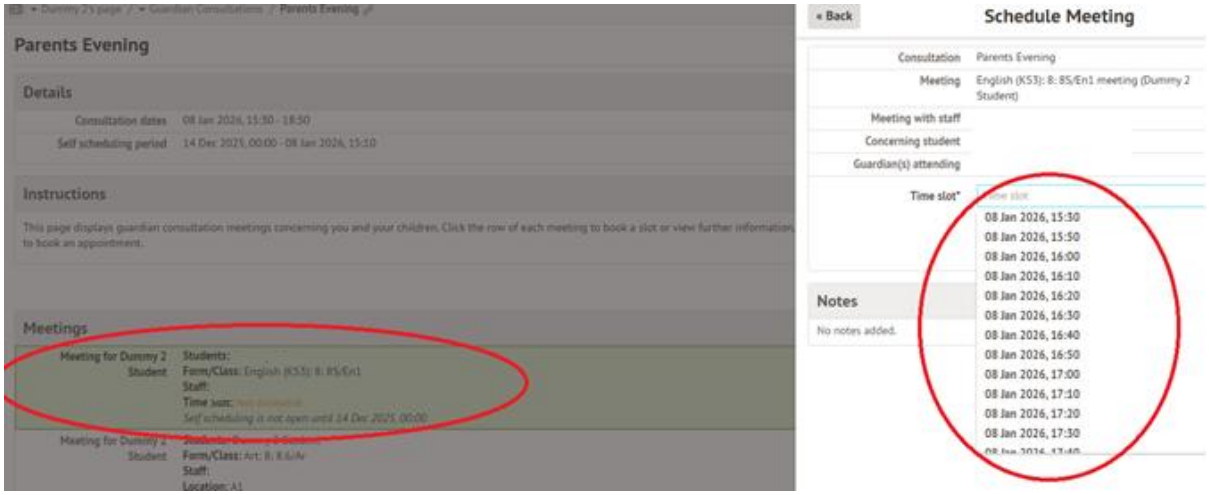
Booking Academic Review Day via Arbor Parent Portal

1. Log in to the **Parent Portal**.

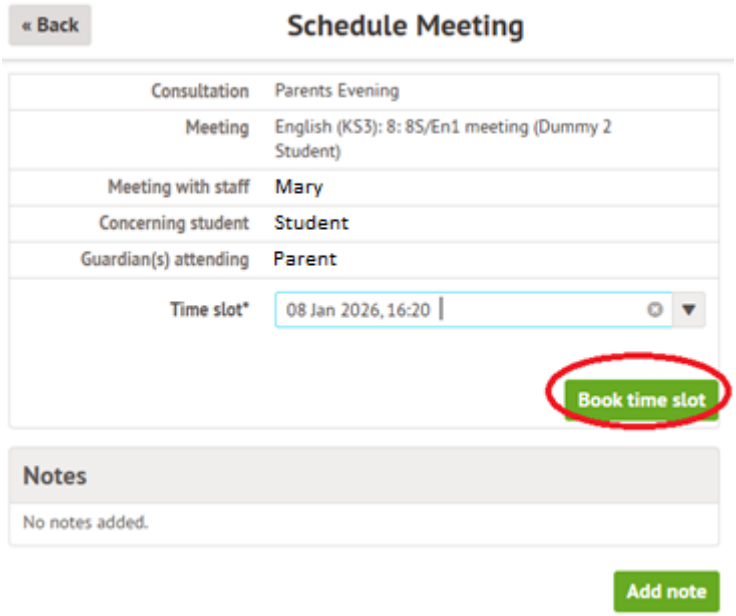
2. Click on **Guardian Consultations**.



3. Select the teacher you would like to meet and choose a time slot from the dropdown menu. Select your child's Monday form tutor.
   If no time slots are available, the teacher is fully booked.



4. Click the **Book Time Slot** button to confirm your booking.



5. Repeat Step 3 to Step 4 make a separate booking for each teacher you wish to meet.

Downloading a PDF of Your Bookings

After making your booking, you can download a list of all your scheduled meetings by clicking **Download My Meetings**.

