

Hendon School

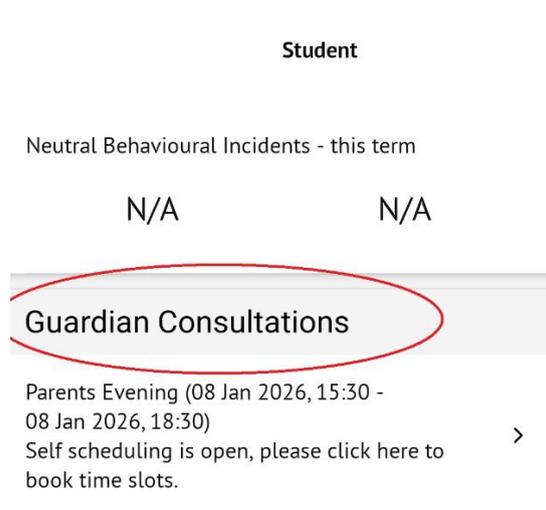


Quick User Guide - Booking Parent Evening in Arbor

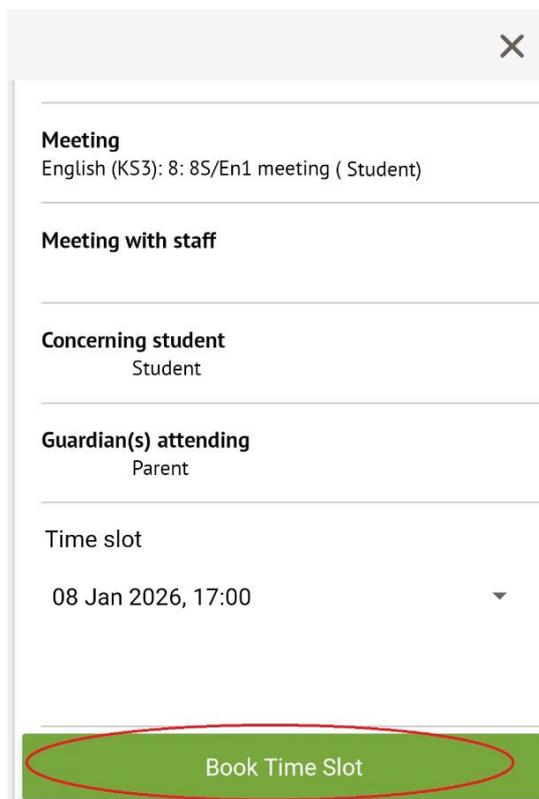
This guide will help you book a time slot for Parents' Evening using Arbor. You can make your booking through either the **Arbor Parent Portal** (via a web browser) or the **Arbor Parent App** (on your mobile device). The process is quick and straightforward, ensuring you can easily schedule a meeting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

Booking Parents' Evening via Arbor Parent App

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



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



Meeting
English (KS3): 8: 8S/En1 meeting (Student)

Meeting with staff

Concerning student
Student

Guardian(s) attending
Parent

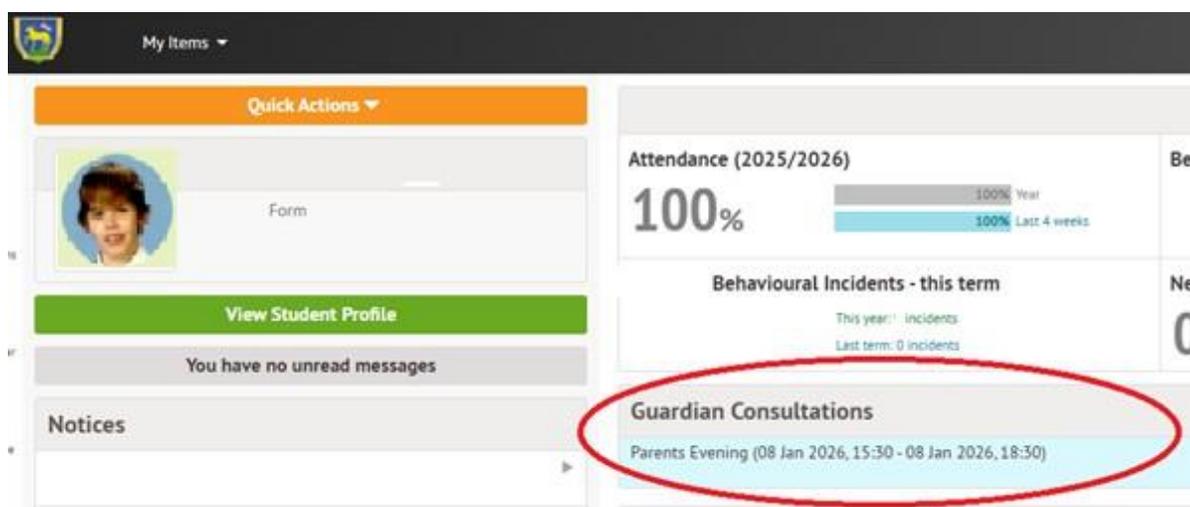
Time slot
08 Jan 2026, 17:00

Book Time Slot

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

Booking Parents' Evening via Arbor Parent Portal

- Log in to the **Parent Portal**.
- Click on **Guardian Consultations**.



My Items ▾

Quick Actions ▾

Form

View Student Profile

You have no unread messages

Notices

Attendance (2025/2026)
100%
100% Year
100% Last 4 weeks

Behavioural Incidents - this term
This year: 1 incidents
Last term: 0 incidents

Guardian Consultations
Parents Evening (08 Jan 2026, 15:30 - 08 Jan 2026, 18:30)

3. Select the teacher you would like to meet and choose a time slot from the dropdown menu.

If no time slots are available, the teacher is fully booked.

The screenshot shows the 'Parents Evening' page. On the left, under 'Meetings', there is a table with two entries. The first entry, 'Meeting for Dummy 2', is circled in red. It lists details for a student named 'Student', staff 'Mary', and a time slot of '16:20-17:00'. The second entry is partially visible. On the right, the 'Schedule Meeting' sidebar is shown. It contains fields for 'Consultation', 'Meeting', 'Meeting with staff', 'Concerning student', and 'Guardian(s) attending'. Below these is a 'Time slot*' dropdown menu, which is also circled in red. The dropdown menu is open, showing a list of time slots from 15:30 to 17:30. A 'Notes' section at the bottom of the sidebar shows 'No notes added.'

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

The screenshot shows the 'Schedule Meeting' page. It features a table with the following information: 'Consultation: Parents Evening', 'Meeting: English (KS3): 8: 8S/En1 meeting (Dummy 2 Student)', 'Meeting with staff: Mary', 'Concerning student: Student', and 'Guardian(s) attending: Parent'. Below the table is a 'Time slot*' dropdown menu set to '08 Jan 2026, 16:20'. A green button labeled 'Book time slot' is circled in red. At the bottom, there is a 'Notes' section with 'No notes added.' and a green 'Add note' button.

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**.

 **Download my meetings**