

1. Log onto the Arbor Parent Portal. If this is your first time doing this please follow this link

<https://willingdon-community-school.uk.arbor.sc/?/home-ui/index>

Enter the email address that the school holds for you and click on the First time logging in button.

Arbor will then take you through a set up.

2. Once logged into the parent portal you should see the Guardian Consultations section accessible to you.

It will show any upcoming guardian consultations. The relevant evening should be visible (Meet the Tutor is used as an example) and you should be able to click on this.

Guardian Consultations

Meet the Tutor Evening (19 Sep 2024, 15:15 - 19 Sep 2024, 19:00) ▶

3. You should now see the details of the guardian consultation.

It will show you the date and time of the evening as well as when booking for the consultation evening goes live.


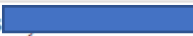

At the moment time slots are not bookable. Bookings will go live on Thursday 12th September at 16:00
Once booking goes live, click on the meeting

Meet the Tutor Evening

Details	
Consultation dates	19 Sep 2024, 15:15 - 19:00
Self scheduling period	12 Sep 2024, 16:00 - 19 Sep 2024, 09:00

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.

 [Download my meetings](#)

Meetings	
Meeting for 	<p>Students </p> <p>Form/Class: 8CEW</p> <p>Staff: </p> <p>Time Slot: Not bookable</p> <p><i>Self scheduling is not open until 12 Sep 2024, 16:00</i></p>

4. To schedule the meeting please select which Guardian will be attending, (guardians can make separate bookings if needed, if there are issues please email your year group pastoral team). Then select an available time slot

« Back

Schedule Meeting

Consultation	Example Parent Evening Booking
Meeting	Student meeting <input type="text"/>
Meeting with staff	<input type="text"/>
Concerning student	<input type="text"/>
Guardian(s) attending	<input checked="" type="checkbox"/> <input type="text"/> <input checked="" type="checkbox"/> <input type="text"/>
Time slot*	<input type="text" value="Time slot"/>

Book time slot

Notes

No notes added.

Add note

« Back

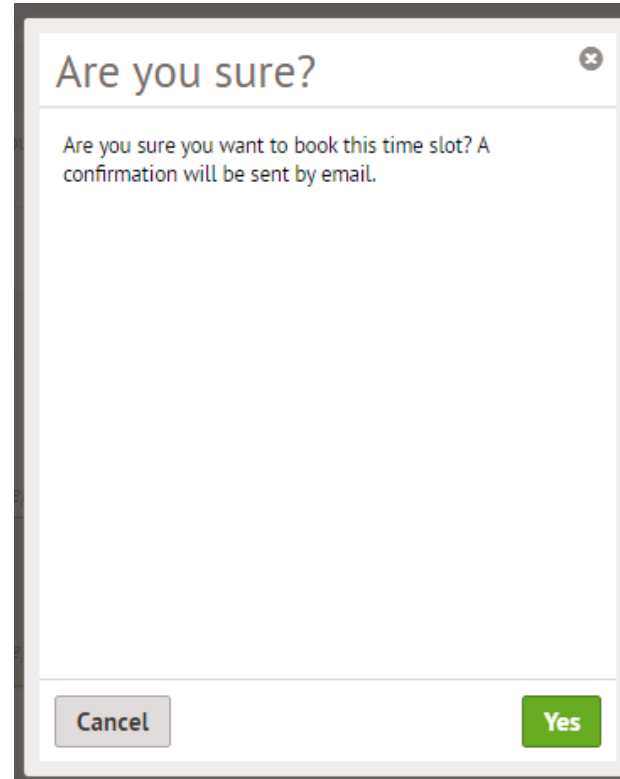
Schedule Meeting

Consultation	Example Parent Evening Booking
Meeting	Student meeting (<input type="text"/>)
Meeting with staff	<input type="text"/>
Concerning student	<input type="text"/>
Guardian(s) attending	<input checked="" type="checkbox"/> <input type="text"/> <input checked="" type="checkbox"/> <input type="text"/>
Time slot*	<input type="text" value="Time slot"/> <ul style="list-style-type: none">06 Sep 2024, 15:1506 Sep 2024, 15:2006 Sep 2024, 15:2506 Sep 2024, 15:3006 Sep 2024, 15:3506 Sep 2024, 15:4006 Sep 2024, 15:4506 Sep 2024, 15:5006 Sep 2024, 15:55

Notes

No notes added.

5. You will be asked to confirm the time slot, and a confirmation email should be sent to you



6. On the Guardian Consultation page your meeting time slot should now be available to see.

Meeting for [redacted] Students: [redacted]
Form/Class:
Staff: [redacted]
Time Slot: 06 Sep 2024, 15:20 - 15:25