

Booking Guardian Consultations (Parent's Evenings) on the Parent Portal or Parent App

If you cannot access either PLEASE EMAIL OFFICE@RIVERVIEW.STAFFS.SCH.UK so that we can check your email is correct.

On the Parent Portal

- You'll see on your homepage whether there is an upcoming Guardian Consultation and you'll be able to see when booking is available.

Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00)

Self scheduling is open, please click here to book time slots. ►

- Click to access the booking page and select the meeting to book.
- Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which guardians will be attending.

Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.

If you can't select a time slot, it means the staff member has not been given a period of availability.

« Back **Schedule Meeting**

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00 <input type="button" value="⊕"/> <input type="button" value="⌵"/>

Notes

No notes added.

Make sure at least one guardian is ticked, or you'll receive an error.

- The page will then reload and show that your booking has been successful. You'll be sent an email confirmation.

Meetings	
Meeting for Adele Bailey	Students: Adele Bailey Form/Class: Form 9JH Staff: Keeley Baker and Anna Lloyd Time Slot: 25 Feb 2021, 16:00 - 16:10

- 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.
- Click **Amend guardians** to remove one of the child's guardians or add them back into the meeting.

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Reschedule Meeting

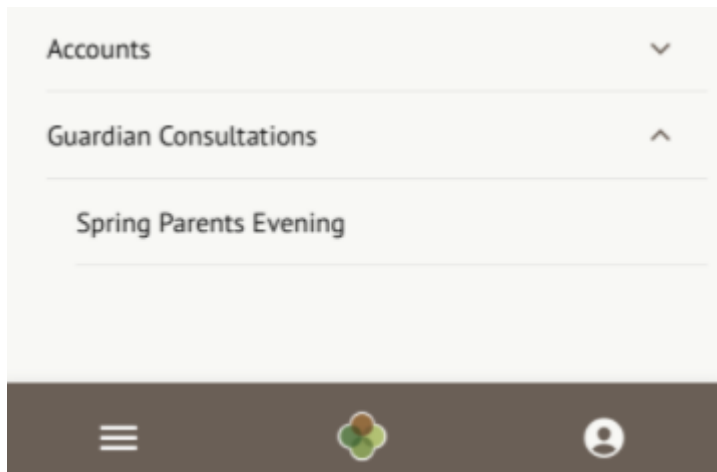
Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10
Change time slot*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Change time slot"/> ▼

Amend guardians
Reschedule meeting

On the Parent App

On the main page, 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 guardians/parents will be attending.

Top Tip: You can select from any parent or guardians the school has linked to the child, but only parents or guardians with parental responsibility can log into Parent Portal.

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

Notes

No notes added.

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

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

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
