



John Ball Primary School

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Telephone:

020-8852 1601

Acting Head of School:

Mrs Jacqui Noakes

Business Manager:

Mrs Julie Joyce

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To book a parent/guardian consultation please follow the steps below:

- Select link from email that would be sent to you by John Ball admin
- Login screen for Arbor will appear, enter password and hit the enter key

This will take you to the main Arbor screen. To the left you will see the information we hold on file for your child. In the middle of the screen under my consultations you will see Parents Evening, please select this and continue following the steps below.

- Select the red cross to make an appointment
- Select your child's *teacher and time slot you would like from the drop down list
- Untick anyone that is NOT attending the meeting with you
- Select book time slot

To the right will be instructions/guidelines on how to use the system. Underneath this section you will see a green box entitled My Meetings. If selected this will put a pdf of your appointment into the bottom left hand side of the screen-which you can then select and print. A red cross means that no appointment has been made; a green tick means that a appointment has been booked. If you need to amend an appointment select the green tick, this will then display the time slots that are available. Select the new time slot from the drop down list and then select Reschedule.

Please note the following points:

- When you log on, the system will display only your own child/ren
- You will only see time slots that are available and have not been already booked.
- Other parents may be making bookings at the same time that you are using the system.

It is possible, though unlikely, that a time slot is displayed to you as available, but is then subsequently allocated to another parent. If you then attempt to book this time slot, it may not be available.

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