

THOMAS WILLINGALE SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

February 2026

Dear Parents / Carers

Re: Parents' Consultation Day 23rd March INSET DAY Appointment Booking

We would like to invite you to attend our Parents' Consultation on Monday 23rd March **INSET DAY**. This will be a face to face at the school in the classroom between 10.00am and 6.00pm, please come to the school a few minutes before your appointment time where you will be directed to your child's class teacher. Years 1 to 6 entrance will be The Willingale road office next to the playground, reception parents will enter through the reception garden and nursery parents will enter via the nursery gate. This is an important meeting and provides you with an opportunity to speak to your child's class teacher about your child's targets and progress this year.

The school has an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 3.30pm on 11th February and will close at 11.00am on 9th March. Should you wish to make any changes after these dates please contact the school office.

Please visit <https://thomaswillingale.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to book appointments is included with this letter.) Login with the following information:

Website: www.thomaswillingaleprimary.co.uk

Email address: admin@thomaswillingale.essex.sch.uk



Student's First Name:

Student's Surname

Student's Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

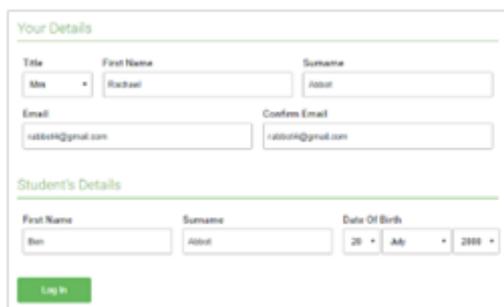


Miss T. Phillips,

Headteacher.

Parents' Guide for Booking Appointments

Browse to <https://thomaswillingale.parentseveningsystem.co.uk/>



The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title (a dropdown menu with 'Mrs' selected), First Name (with 'Richard' entered), Surname (with 'Atton' entered), Email (with 'rattom@gmail.com' entered), and Confirm Email (with 'rattom@gmail.com' entered). The 'Student's Details' section includes fields for First Name (with 'Ben' entered), Surname (with 'Atton' entered), and Date Of Birth (with '28' selected for the day, 'July' for the month, and '2008' for the year). A green 'Log In' button is located at the bottom left of the form.

Step 1: Login

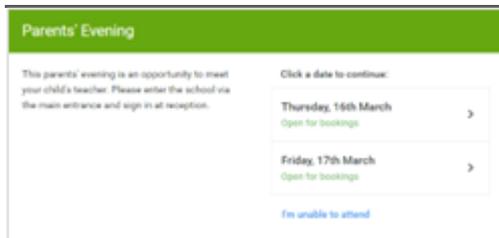
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's legal name.

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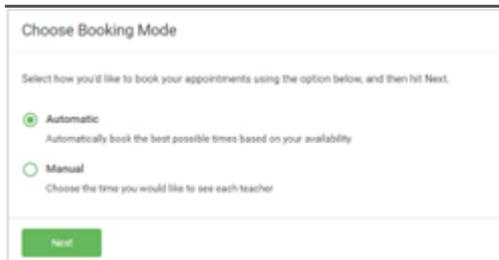




Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

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Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Add a Teacher](#)

Andrew Abbot

Miss B Patel
Class 10E

[Add a Teacher](#)

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

You may book other teachers not listed on the screen by clicking *Add a Teacher*.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| Teacher | Student | Subject | Room | |
|---------|---------------|---------|-------------|----|
| 17:10 | Mr J Sinclair | Ben | English | E6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R Monamara | Andrew | French | L4 |

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep

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them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

| | Mr J Brown SENCO (AZ) Ben | Miss B Patel Class 10E (HE) Andrew | Mrs A Wheeler Class 11A (LT) Ben |
|-------|---------------------------------|--|--|
| 16:30 | | ✓ | |
| 16:40 | | | |
| 16:50 | + | | + |
| 17:00 | | | + |

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all

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appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

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