



# **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 SEND Parents / Carers

## **Re: Parents' Consultation Day Monday 23<sup>rd</sup> March INSET DAY Appointment Booking**

The SEND team would like to invite you to attend our Parents' Consultation on Monday 23<sup>rd</sup> March INSET DAY. This will be a face to face appointment at the school in the SEND team office between 10.00am and 6.00pm. Please come to the school a few minutes before your appointment time, entrance via the Wilingale road office.

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 11<sup>th</sup> February and will close at 11.00am on 9<sup>th</sup> 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:

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,

Website: [www.thomaswillingaleprimary.co.uk](http://www.thomaswillingaleprimary.co.uk)

Email address: [admin@thomaswillingale.essex.sch.uk](mailto:admin@thomaswillingale.essex.sch.uk)



Miss T. Phillips,  
Headteacher.

## Parents' Guide for Booking Appointments

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

**Your Details**

Title	First Name	Surname
Ms	Rachael	Abbott
Email		Confirm Email
r.abbott@gmail.com		r.abbott@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbott	25 - July - 2009

### 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.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March	>
Friday, 17th March	>

[I'm unable to attend](#)

### 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*.

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Email address: [admin@thomaswillingale.essex.sch.uk](mailto:admin@thomaswillingale.essex.sch.uk)



**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

**Next**

### 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.

**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 Monama	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 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).

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	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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 appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Teacher	Student	Subject	Date
Mr J Brown	Ben	English	16:30
Miss B Patel	Andrew	English	16:30
Mrs A Wheeler	Ben	English	16:30
Mr J Brown	Ben	English	16:50
Miss B Patel	Andrew	Mathematics	16:50
Mrs A Wheeler	Ben	Science	16:50

### 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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