

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

September 2025

Dear SEND Parents / Carers

Re: Parents' Consultation Day Monday 20th October INSET DAY Appointment Booking

The SEND team would like to invite you to attend our Parents' Consultation on Monday 20th October 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 24th September and will close at 11.00am on 6th October. 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

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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























Parents' Guide for Booking Appointments

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



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.



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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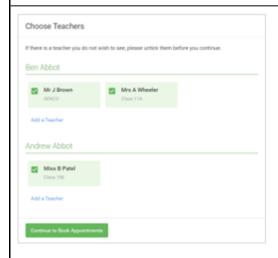




Step 3: Select Booking Mode

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.



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*.



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).

 $\textbf{Website}: \underline{www.thomaswillingaleprimary.co.uk}$

























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.



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*.

Website: www.thomaswillingaleprimary.co.uk





















