



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 Willingale 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

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

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



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. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and a Confirm Email field. The 'Student's Details' section includes fields for First Name, Surname, and Date Of Birth (with dropdowns for day, month, and year). A green 'Log In' button is at the bottom left.

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.

The screenshot shows a page titled 'Parents' Evening'. It contains a paragraph explaining the purpose of the evening. To the right, there is a section 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and a link 'Open for bookings'. At the bottom, there is a link '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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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 10C

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



	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	Room
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10
Mr J Brown	Ben	English	10

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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