



17 October 2018

Dear parents/carers

You are invited to meet your son/daughter's class Teacher at our consultation evening on Tuesday 13 November. This meeting is designed to give parents and carers the opportunity to talk about how your child has settled into their new year group, set targets to support further progress and give information about how to help your child. Unlike in previous years, we are not providing you with an Initial review.

These consultations are for five minutes and teachers will aim to keep a fairly strict appointment system. If you have a concern which you know will need longer than five minutes, please ask for an extra appointment on another occasion. We suggest you arrive at school ten minutes before your appointment so that you can look at your child's work before meeting with the class teacher. If you have any difficulties booking, please contact the school office for assistance.

The school will once again be using on an on-line booking system. Please refer to the guide attached to this letter. The system will be live and open for bookings from 10:30 am Monday 5 November and will stay open until 1 pm Thursday 8 November. Parents who have children under the care of our SENCO (Special Educational Needs Co-ordinator) Mrs Parker, can also book an appointment for that evening on the online booking system.

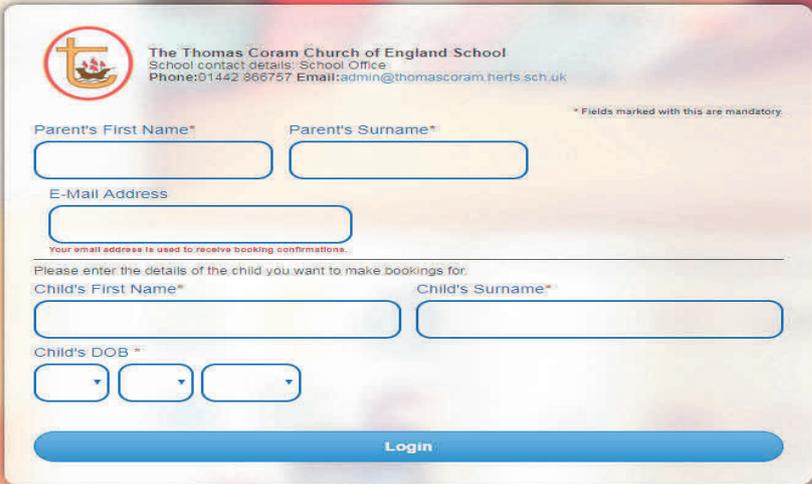
Finally, may I take this opportunity to congratulate your son/daughter on their achievements so far with us at The Thomas Coram CE School and thank you for the valuable support you give them at home: it is working in partnership with you that helps your child become a successful learner and fulfil his or her potential.

Yours sincerely

Mrs J Cutler
Head of School

Guide to using the Parents' Evening Booking System

Then click on the Parents' Evening Booking link which will take you to the Parents' Evening Booking System login page also found here: <https://www.parents-booking.co.uk/thomascoram>



The Thomas Coram Church of England School
School contact details: School Office
Phone: 01442 966757 Email: admin@thomascoram.herts.sch.uk

* Fields marked with this are mandatory.

Parent's First Name* Parent's Surname*

E-Mail Address
Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for:

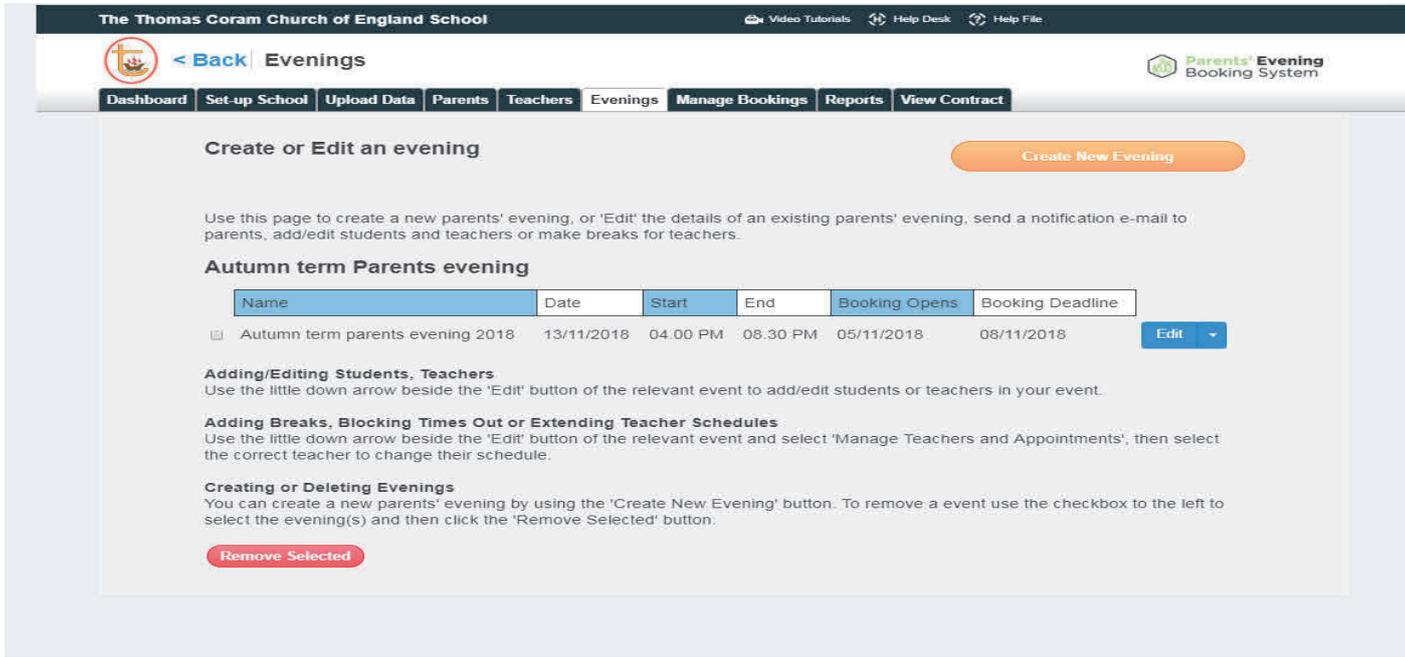
Child's First Name* Child's Surname*

Child's DOB *

Here you enter your details and those of the child whose Parents' Meeting it is.

* Please note that all details must match those held currently on the school database. You must also enter the login details correctly; any spelling mistakes will prevent you from entering. If your child has a preferred first name the system will use/recognise this name only, for example if your child's legal name is Alfred, but his preferred name is Alfie, login using Alfie.

Making your appointments



The Thomas Coram Church of England School

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Create or Edit an evening

Use this page to create a new parents' evening, or 'Edit' the details of an existing parents' evening; send a notification e-mail to parents, add/edit students and teachers or make breaks for teachers.

Autumn term Parents evening

Name	Date	Start	End	Booking Opens	Booking Deadline	
Autumn term parents evening 2018	13/11/2018	04:00 PM	08:30 PM	05/11/2018	08/11/2018	<input type="button" value="Edit"/>

Adding/Editing Students, Teachers

Use the little down arrow beside the 'Edit' button of the relevant event to add/edit students or teachers in your event.

Adding Breaks, Blocking Times Out or Extending Teacher Schedules

Use the little down arrow beside the 'Edit' button of the relevant event and select 'Manage Teachers and Appointments', then select the correct teacher to change their schedule.

Creating or Deleting Evenings

You can create a new parents' evening by using the 'Create New Evening' button. To remove a event use the checkbox to the left to select the evening(s) and then click the 'Remove Selected' button.

Once logged in you will be able to see the Autumn Parents consultation 2018 that is available to book for your child/children.

Click on the either Automated Booking wizard or make appointments individually to open up the booking table which shows the class Teachers available for the evening.

We suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. The wizard will use this information to calculate an order for your appointments which is the most efficient.

If using individual booking method, click on the class teacher, then click on the available time slot you would like.

Then click 'Make Booking'. Repeat the above two steps for all the teachers that you need to see.

Editing/Cancelling appointments

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed.

As you make appointments these will appear at the top of the screen and are shown on the booking slots so that you do not double book yourself.

Printing or E-Mailing Appointment Confirmation

Your appointments can be printed out or emailed, to the email address that we have on record, by using the **Print My Appointments** or **Email My Appointments** buttons at the top of the page. You do not need to print or e-mail your confirmation to save your bookings. Bookings are saved automatically.

Make a Booking for Another Child

We recommend if you have siblings to use the automated Booking Wizard tool as it will attempt to show you appointments on the same days and nearest together possible time slots.

Usually, the software will show a button in the top left (under the school logo, beside E-Mail Appointments) called 'Make a Booking for Another Child'. Using this, you can toggle to your other children and make a booking for them using the same process. If this button does not appear as an option, you will need to Log Out (top right corner) and log back with the other child's details.

We recommend if you have siblings to use the automated Booking Wizard tool as it will attempt to show you appointments on the same days and nearest possible time slots.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will **not be the email address** that is the problem. Check the name and date of birth details are correct.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

Groupcall Xpressions App

View your child's communication in an App free of charge!

An exciting new service is now available for parents to ensure communication between the school and yourselves is easier and more cost effective. This is an added feature to our existing Groupcall texting service.

The App is completely free of charge to you and can be installed on your mobile phone or tablet. It currently supports both Apple iOS, Android devices and a desktop version will be launched very soon and you'll be able to see information for your child(ren).

If you have children in different schools and those schools also use **Groupcall Xpressions**, you will be able to view information on all your children within the same App.

What do I need to do now?

Please ensure we have your correct mobile number and email address on our school database to ensure you can use the new App. Forms are available from the school office to check and update your details or simply email them to the school. You'll need to make sure you keep these details up to date in future to maintain access to the service.

What happens next?

Please click the following link www.parents.groupcall.com or type in the URL into your internet browser and follow the instructions on how to set up the App on your devices. For instructions on "How To Use" please just refer to the "home screen" as the other features will not apply to our version.

Once installed and set up you will be able to see the following information; -

- All school communication in one place
- Ability to enroll for parent's evenings

