



26 February 2019

Dear parent/carer

### **Spring term parent consultation evenings**

Our next parent consultation evenings are due to start on Tuesday 12 March; these are the dates for the year groups:

**Years 3 & 4 Tues 12 and Thurs 21 March 2019**  
**Years 5 & 6 Thurs 14 and Tues 19 March 2019.**

Bookings are made using the online booking system. Alternatively, if you don't have access to a smart phone or computer, please call the School office admin team on 01442 866757, who will make the booking on your behalf.

**\* Please note the booking system does not open until Monday 4 March at 10:00 am.**

**The online Bookings for 12 March and 14 March can be made up until Friday 8<sup>th</sup> March.**  
**The online bookings for 19 March and 21 March can be made up until Friday 15 March.**

You will be able to book to see your child's class teacher and also their Maths teacher separately if you wish.

Parents who have children under the care of our SENCO (Special Educational Needs Co-ordinator) Mrs J Parker, can also book an appointment on the Tues 12 March (Yrs 3 & 4) Tues 19 March (Yrs 5 & 6).

All Consultations bookings are for a duration of 5 minutes per appointment and are curriculum based feedback only. Can we ask that any other comments/concerns will need to be discussed separately with your child's class teacher on another occasion.



Go to <http://www.parents-booking.co.uk/thomascoram>

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially. You can also download the Grouppcall Xpressions App and make the booking that way.**

**You will need:**

- Your forename and surname (*these must match those we have on record for you*)
- Your child's first name, surname (*please input name using hyphen's as it appears on your School communication, if your child has a preferred first name the system will use this name on for example legal name is Alfred, but preferred is Alfie, login in using Alfie*) and date of birth
- Your email address (*the primary contact email address that we have on file and the address where the School Bulletin is sent*)
- Once you have logged in, 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. Our wizard will use this information to calculate an order for your appointments which is the most efficient. If you have siblings the booking wizard will try to find you appointments next to each other where ever possible.
- Login to see which appointments are available and select one that is convenient for you.

**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
- 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*

Please also see attached guide to using the parents evening booking system.

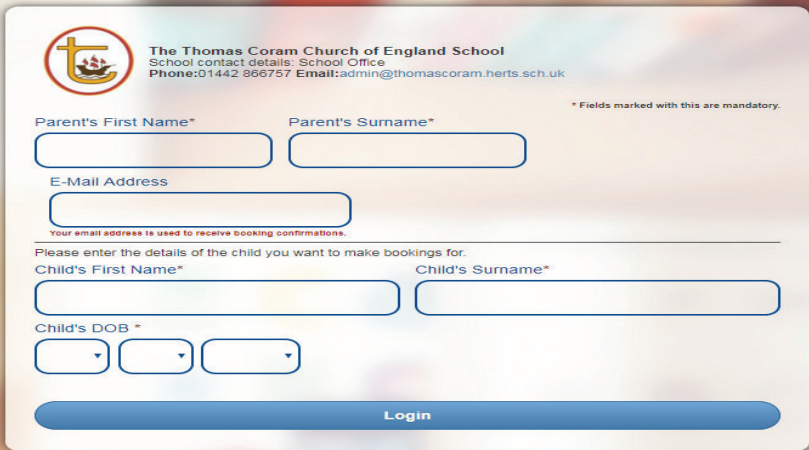
If you are unable to book at home, please let the School know as soon as possible.

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 866757 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\*

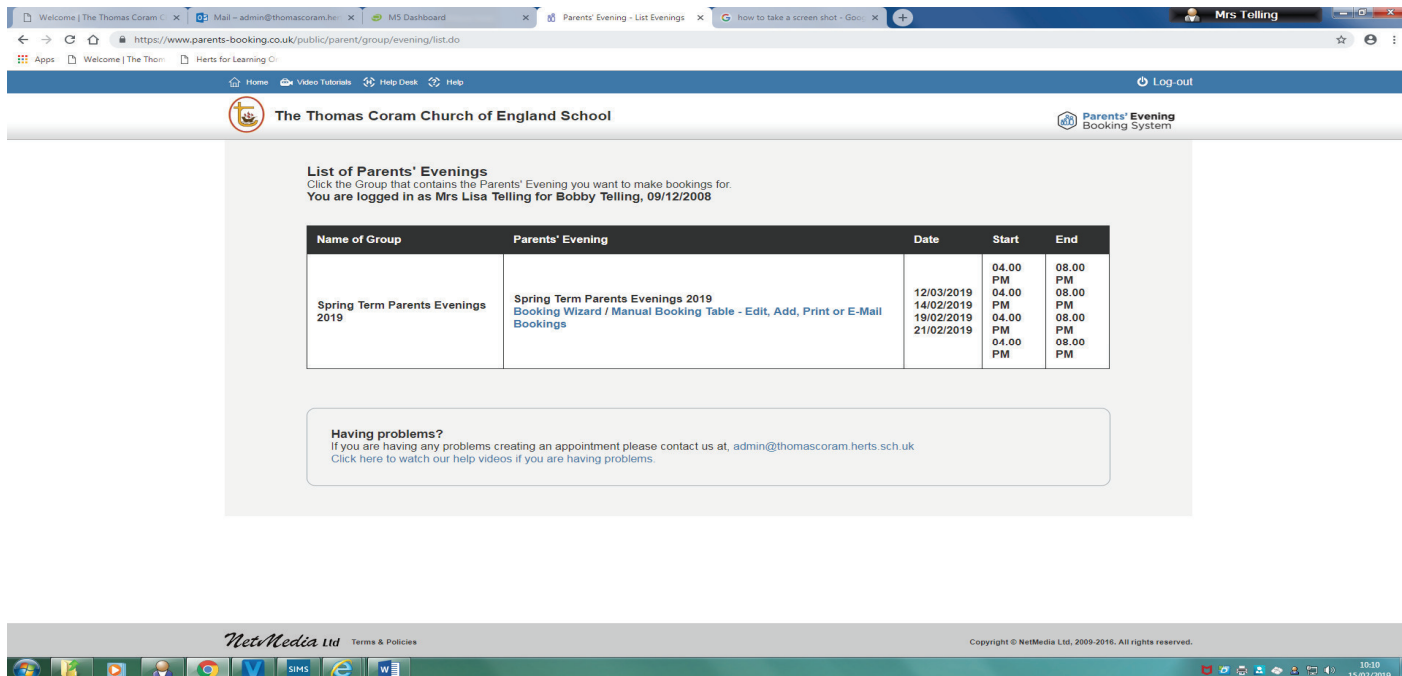
Child's DOB \*

Login

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



Welcome | The Thomas Coram | Mail - admin@thomascoram.herts.sch.uk | M5 Dashboard | Parents' Evening - List Evenings | how to take a screen shot - Google | Mrs Telling

Home | Video Tutorials | Help Desk | Help | Log-out

The Thomas Coram Church of England School | Parents' Evening Booking System

### List of Parents' Evenings

Click the Group that contains the Parents' Evening you want to make bookings for.  
You are logged in as Mrs Lisa Telling for Bobby Telling, 09/12/2008

| Name of Group                     | Parents' Evening   | Date       | Start    | End      |
|-----------------------------------|--|------------|----------|----------|
| Spring Term Parents Evenings 2019 | Spring Term Parents Evenings 2019<br><a href="#">Booking Wizard / Manual Booking Table - Edit, Add, Print or E-Mail Bookings</a> | 12/03/2019 | 04.00 PM | 08.00 PM |
|                                   |  | 14/02/2019 | 04.00 PM | 08.00 PM |
|                                   |  | 19/02/2019 | 04.00 PM | 08.00 PM |
|                                   |  | 21/02/2019 | 04.00 PM | 08.00 PM |
|                                   |  | 21/02/2019 | 04.00 PM | 08.00 PM |

**Having problems?**  
If you are having any problems creating an appointment please contact us at, [admin@thomascoram.herts.sch.uk](mailto:admin@thomascoram.herts.sch.uk)  
[Click here to watch our help videos if you are having problems.](#)

NetMedia Ltd Terms & Policies | Copyright © NetMedia Ltd, 2009-2016. All rights reserved. | 10:10 13/02/2019

Once logged in you will be able to see the Spring Term Parents evening 2019 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](http://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 and book for parent's evenings

