



# Thameside Primary School

Headteacher Mrs. J. Bray

Address Manor Road, Grays, Essex. RM17 6EF

Telephone 01375 372188 | Email [office.tps@osborne.coop](mailto:office.tps@osborne.coop) | Website [thamesideprimaryschool.com](http://thamesideprimaryschool.com)

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Self-responsibility  
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Dear Parent/Carer,

## Parents Evening – Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 25<sup>th</sup> March or Thursday 26<sup>th</sup> March. This is an important evening and provides you with an opportunity to speak to the class teacher.

There is also an opportunity for those who may wish to book an appointment to speak to the PE Team. Due to the size of the school, they will be unable to accommodate all parents so booking will be on a first come first served basis.

The school uses an online appointment booking system, which allows you to choose your own appointment times with the teacher. You will receive an email confirming your appointment(s).

Appointments can be made from Tuesday 3<sup>rd</sup> March and will close on Monday 23<sup>rd</sup> March. Should you wish to make any changes after this date please contact the school office.

To book please visit <https://thamesideprimary.parentseveningsystem.co.uk>.

(A short guide on how to add appointments is attached and is also available to view on the school website)

To login please use the following information:

Student's First Name:

Student's Surname:

Date of Birth:

If you do not have access to the internet, please visit the school reception where an iPad is available for use or contact the school office who will be happy to add an appointment on your behalf.

Yours sincerely

Mrs J Bray  
Headteacher



Thameside Primary School is a proud partner in the Osborne Co-operative Academy Trust

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# Parents' Guide for Booking Appointments

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

Your Details

Title	First Name	Surname
Mrs	Rajani	Abdul
Email	Confirm Email	
rajani4@gmail.com	rajani4@gmail.com	

Student's Details

First Name	Surname	Date Of Birth
Ben	Abdul	20 July 2008

Log In

## 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.

Parents' Evening

This parents evening is an opportunity to meet your child's teacher. Please arrive for school at the main entrance and register at reception.

Click a date to continue:

- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
Open for bookings
- [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*.

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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abdul

- Mr J Brown
- Mrs A Wheeler

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.

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 Brown	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McClamra	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).

Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
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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.

My Bookings

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Time	Teacher	Subject	Room
16:30	Mr J Brown	English	E6
16:40	Mrs D Mumford	Mathematics	M2
16:50	Dr R McClamra	French	L4
17:00	Mr J Brown	English	E6
17:10	Mrs D Mumford	Mathematics	M2
17:25	Dr R McClamra	French	L4

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.