



Features

- Parents book their own appointments
- Syncs data from SIMS
- Teachers preselected for parents
- Gain insight with reports and statistics

Parents' Evening System

Online parents' evening appointment booking

SIMS Partner, Parents' Evening System is an online booking service allowing parents to book their own parents' evening appointments. Not only does this simplify the process for parents, it helps save time and money, eases the administrative burden and improves your school's communication with parents.

Record and track parent attendance

Teachers and administrators can record the attendance of parents on an intuitive screen which also shows any notes parents have included for the teacher. Graphical reports show attendance and absent parents.

Intuitive booking grid for parents

Parents see the availability of all their child's teachers on one easy to read screen, allowing parents to plan their appointment times accordingly without having to flip between individual teachers.

Flexible ways to authenticate parents

Parents can access the system by entering their child's name and registration class or date of birth. Alternatively parents can be asked for a secure login code which is generated for each pupil.

Run form tutor only evenings

Easily run form tutor only evenings, configure the wait time between appointments, what year groups the evening is for, the latest date parents can book appointments, breaks for teachers and much more.

Save valuable teaching/admin time

Parents book their own appointments online saving calls to the admin staff. Teachers are no longer occupied arranging appointment times with pupils at the start of lessons.

Easy to use, loved by parents

Parents enjoy being able to book appointment times that are convenient to them. Appointment cards are no longer lost in schoolbags and pupils no longer decide which teachers to meet.

Meaningful discussions with teachers

Parents can choose to include a short message to each teacher when booking their appointments to focus the discussion. Teachers can see the message via their own login and on the printed appointment sheet.

Handles twins and split parents

Separated parents can each book their own set of appointments. Twins are also taken care of, with the system making sure the parent doesn't book conflicting appointments.

Fully hosted web based service

Available as a fully hosted web based service there is no server to set up or maintain. Parents can access the parents' evening system from any internet connected computer or tablet.



Effortless importing from SIMS



Setting up the system is quick and easy using the SIMS Extract Tool - no manual reports need to be run. All pupils, teachers and class groups are transferred effortlessly to the Parents' Evening System with a few clicks.

Importing class groups allows the system to show parents the teachers only relevant for their children. The tool tracks new pupils, school leavers and academic promotions making setup in subsequent years just as easy.

Tailor parents' evenings to your school

- Choose the length of each appointment
- Lock evening from further appointments
- Different appointment lengths per teacher
- Parents' evenings for certain year groups
- Enforce travelling time between appointments
- Add global breaks for all teachers
- Only offer bookings with certain subjects
- Allow bookings with year heads/SEN
- Have teachers starting earlier and finishing later

Reports and statistics



Pinpoint pupils without appointments, even when parents' evenings span multiple days. See which pupils haven't had any appointments made or identify which pupils don't have any appointments for a particular parents' evening.

Reports show how many appointment slots are still free for each teacher and the system also gives statistics on parent attendance. School leaders can export a list of absent parents with their contact details to follow up.

"We have had so many more appointments than ever before. Parents find it easy to use which is crucial. We really think it's changed how we work with parents."

Bradley Stoke Community School

"It has saved us lots of time and we like how all the appointments are centralised. The feedback from parents has been really positive."

Orchard Primary School

Find out more

For more information about how the Parents' Evening System can help your school, please call the SIMS team on **0845 520 2036** or email info@capita-sims.co.uk
www.capita-sims.co.uk/parentsevening

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