

Extra-curricular activities management software for schools



CHQ's software modules will transform the management of school extra-curricular programmes. At the heart of our system is CHQ Activities, an online solution to organise clubs and societies, as well as school events and trips, interfacing with the school management information system. Schools have the option to choose from a range of enhanced functionality modules:

- **NEW CHQ Parents Evenings** – full details overleaf
- **CHQ Transport** - create bus route schedules to and from school, manage pupil assignment to bus routes, online parental sign-up, produce daily printed bus registers with pupil photographs and co-ordinate bus allocations with pupil's extra-curricular timetable
- **NEW CHQ Extended School Care** - manage breakfast clubs & after school care, an online booking system, time based charging function
- **CHQ Sport and Fixtures** - set up fixtures lists, create teams, manage selections, produce match and player assessment reports
- **CHQ ePayment** - a payment interface which links to the CHQ Activities and Extended School Care module, easy access link from parental home page to payment processor e.g. PayPal, auto update on outstanding payments and full reporting on payment history
- **NEW CHQ Community Membership** – organise sports clubs and holiday camps which are open to the external community, manage member registrations, payments and communications

CHQ Parents Evenings

available with CHQ Activities or as a stand-alone solution



CHQ Parents Evenings includes all the functional benefits of CHQ's core extra-curricular software, interfacing with the school management information system to access the school academic timetable and all student, parent and teacher data.

FOR SCHOOL ADMINISTRATORS:

- **Create a branded parents evening booking portal incorporating school logo and colours**
- **Identify and group all pupils and teachers who are required to attend**
- **Request teachers confirm their availability** – and flag parents they specifically want to meet
- **Send email invitations to parents** including sign in information and booking process details
- **Set system rules to manage the booking schedule including:**
 - Meeting duration and time between appointments
 - Build in catch up breaks to ensure the evening runs to time
 - Specify or limit the number of appointments per parent
- **View and print individual teacher, room and total evening appointments** – export to online and mobile calendars via iCal (available to parents too)
- **Easily send follow-up emails** – booking confirmations, reminders to parents who have not booked or updates to those meeting or wanting to meet a specific teacher
- **Reporting**
 - Identify teachers with highest demand and most popular time slots
 - Identify which parents were unable to see a teacher or failed to respond at all

FOR PARENTS:

- **Option for parents to add notes for the teacher to discuss at the meeting**
- **Dynamic booking portal** so parents can see 'live' booked and available slots for teachers – sibling view of booked appointments is visible, supporting parents with twins