

# 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