

Our Ref: CTA/SAL/MDE

30th January 2025

Dear Parent/Carer

Re: Year 9 In Person Parents Evening/Options Evening – Wednesday, 12th February 2025 – 4.00-7.00 pm

We are pleased to invite you to attend the Year 9 Parents Evening to discuss your child's progress and year 10 options with their subject teachers. Mr Edwards will be giving a talk about the options process at 4:30pm, 5:30pm and 6:30pm in the community classroom. This talk will last approximately 30 minutes. If you would like to attend one of these talks, we would be grateful if you could confirm attendance by completing the Google form, which can be found here: <https://forms.gle/aCUZNDFneVVd8zH6>

If you are attending one of these sessions, we would ask that you do not make appointments with staff during this time to avoid any clashes or missed appointments.

The online booking system will be available from Thursday, 30th January at 5.00 pm to Wednesday, 12th February 2025 at 2.00 pm.

Please use the help sheet included with this letter to guide you through the online booking system available at <https://lealands.parenteveningsystem.co.uk> or by following the link which can be found on our website (purple '+' symbol on the home page). There is also direct access to the site by clicking the custom button on the school's Parent App, My Ed.

Once logged in, you will be able to see teachers' available appointment times on one screen and you will be able to choose a time that is most convenient. Once the appointments have been booked, you will receive an automatic confirmation of the appointments by email.

If you have difficulties with the online booking system, please send an email requesting support with booking parents evening appointments to admin@lealands.luton.sch.uk giving your name, contact number, and child's name. A member of staff will then contact you to assist with the bookings.

Although staff are willing to spend as much time as is necessary with you, we would ask you not to spend more than five minutes with any one individual member of staff on this evening. Should a longer period of time be necessary, please make an appointment to see that teacher at another time. This will enable the smooth running of the appointment system on the evening in the interests of all attending.

It is essential that your child attends in full school uniform.

May we request that you park your car in the staff car park accessed via the entrance on Sundon Park Road or the church car park situated to the side of the school. The car park will be very busy on the evening so if it is possible to walk or park away from the school this will be much appreciated. If you require any specific assistance on the evening in relation to a disability (e.g. access to disabled parking), please contact myself in advance of the evening so that arrangements can be made.

The Parents Evening will take place in the Humanities Department which can be accessed via main reception. Student leaders and staff will be able to guide you through the atrium to the correct rooms.

We hope you can attend and look forward to seeing you on the evening.

Yours sincerely

Mr C Taplin
Head of Year

Mrs S Albert
Pastoral Support Manager