

Our Ref: NKE/SPH/MDE

28th January 2026

Dear Parent/Carer

Re: Year 9 In Person Parents Evening – Thursday, 12th February 2026 – 4.00-7.00 pm

We are pleased to invite you to attend the Year 9 Parents Evening to discuss your child's progress with their subject teachers.

The online booking system will be available from Thursday, 29th January to Thursday, 12th February 2026 at 3.00 pm.

Please use the help sheet included with this letter to guide you through the online booking system available at <https://lealands.parentseveningsystem.co.uk> or by following the link which can be found on our website (purple '+' symbol on the home page).

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.

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

Yours sincerely

Miss N Keefe
Head of Year

Miss S Phipps
Pastoral Support Manager

Parents' Guide for Booking Appointments

Browse to <https://lealands.schoolcloud.co.uk/>



User Details

First Name: [text] Last Name: [text] Username: [text]

Email: [text] Password: [text]

Confirm Password: [text]

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 email the school on the team website and sign in at reception.

Click a date to continue

Thursday 16th March
Click for bookings

Friday 17th March
Click for bookings

Go back to school

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 options below, and then hit Next.

☒ Automatic
Automatically book the best possible times based on your availability.

☐ Manual
Choose the times 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 want to book, please click on their name to de-select.

Don't Attend

☒ Mr J Brown
Click to de-select

☒ Mrs A Wheeler
Click to de-select

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 you to complete. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Booked
Mr J Brown	Ben	English	OK
Mrs A Wheeler	Ben	Mathematics	OK
Mr J Brown	Jordan	Physics	OK

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).



Manual booking grid showing teachers (Mr J Brown, Mrs A Patel, Mrs A Wheeler) and times (15:00, 15:40, 16:00, 17:00). Green cells indicate available slots, blue cells indicate booked slots, and grey cells indicate unavailable slots.

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 page showing a list of appointments with columns for Teacher, Student, Subject, and Date.

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*.