

Our Ref: MCU/MLU/MLA

24th January 2024

Dear Parent/Carer

**Re: Year 9 In Person Parents Evening – Wednesday, 7th February 2024 – 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, 25th January to Wednesday, 7th February 2024 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.parentseveningsystem.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](mailto: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.

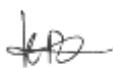
The Parents Evening will take place in the Science Department which can be accessed via the doors marked 'Student Entrance'.

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

Yours sincerely



Miss M Cussen  
Head of Year



Miss K Ross  
Pastoral Support Manager

# Parents' Guide for Booking Appointments

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



User Details

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

Email: [text box] Password: [text box]

Confirm Password: [text box]

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 enter the school on the form, select a date 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 time based on your availability.

☐ Manual  
Choose the time you wish to book with 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 deselect.

Don't Add

☒ Mr J Brown  
Class 10A

☒ Mrs A Wheeler  
Class 10B

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	Sam	English	10:00
Mrs A Wheeler	Sam	Mathematics	10:00
Mr J Brown	Sam	History	10:00

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 and times.

Teacher	Student	Subject	Booked
Mr J Brown	Sam	English	10:00
Mrs A Wheeler	Sam	Mathematics	10:00
Mr J Brown	Sam	History	10:00

## 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.

Teacher	Student	Subject	Booked
Mr J Brown	Sam	English	10:00
Mrs A Wheeler	Sam	Mathematics	10:00
Mr J Brown	Sam	History	10:00

## 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*.