Lealands High School
A Specialist Sports College
Aspire, Believe, Achieve

Lealands High School
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Headteacher: Mr J Burridge *BA (Hons) PGCE, MA, NPQH*

Our Ref: PWH/SCH/MLA

11th January 2021

Year 11 Online Parents Evening – Wednesday, 27th January 2021 - 4.00-7.30 pm

Dear Parent/Carer

Year 11 Parents Evening will take place on Wednesday, 27th January 2021 from 4.00-7.30 pm. This year, in line with Covid-19 restrictions, parents' evenings will take place online.

You will be able to book **5 minute appointments with each of your child's subject teachers** to discuss their progress, attitude to learning and any queries you may have.

We have trialled the online system we have invested in and have found this to be very straightforward to use.

Please find attached, a 'Parents' Guide for Booking Appointments' via the schoolcloud. Appointments can be booked automatically or manually to give you as much flexibility as possible. **In order to make appointments, you will need to visit https://lealands.parentseveningsystem.co.uk.** Or you can follow the link on our school website (purple '+' symbol on the home page). It can also be accessed from the MyEd App. **The system is available for bookings until 3.00 pm on Tuesday, 26th January 2021.**

When you have booked appointments, you will receive an automatic confirmation of appointments by email.

The appointment times are automatically managed by the system on the evening and there will be a 'countdown' as time is running out. The system will end each appointment after the allocated 5 minutes. Should you require more time, please contact the school and an additional phone call can be arranged. Because this is an automated system, there isn't any flexibility in timings so it is important to be logged on in good time and ready for your appointments to start.

An online questionnaire will be emailed to you on Wednesday, 20th January to be completed by Monday, 25th January 2021. This will give you the opportunity to highlight any specific questions or queries you may have so that staff can be prepared to answer these on the evening.

If you have difficulties with the online booking system, please telephone Mrs Lawes who will support you to complete your appointment bookings. If you are having difficulties on the evening, please telephone the school and we will do our best to support you with these. Please do be aware that if there are internet or technical issues beyond our control, this may affect the smooth running of the evening. In this case, we will attempt to reschedule appointments for a future convenient time.

I do hope that you will be able to attend this online parents evening as working together to support your child's education is crucially important and in their best interests.

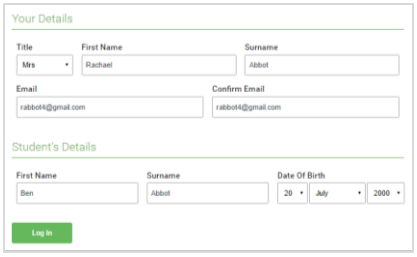
Yours sincerely

Mr P White
Head of Year

Mrs S Chin
Pastoral Support Manager

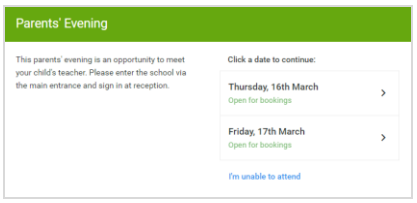
Parents' Guide for Booking Appointments

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



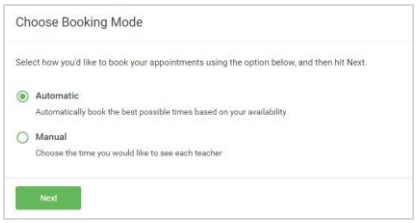
Step 1: Login

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.



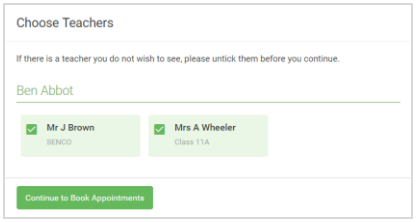
Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.



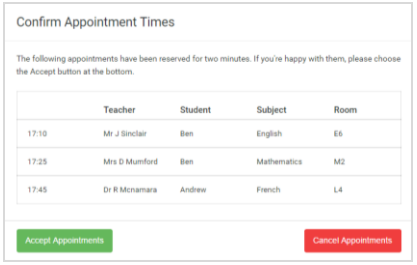
Step 3: Select Booking Mode

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.



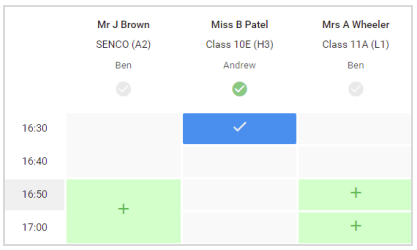
Step 4: Choose Teachers

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.



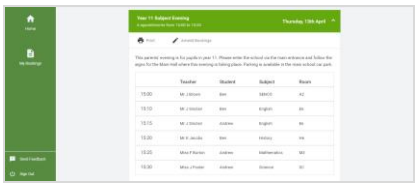
Step 5a (Automatic): Book Appointments

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).



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.



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*.

Video Appointments: Parents
How to attend appointments over video call

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:

  iPhone/iPad: Safari **Note: there is a known issue joining video calls using iOS 14.2. Please check your device does not run iOS 14.2, or use an alternate device.**
  Android: Chrome or Firefox
  Windows: Chrome, Firefox or Microsoft Edge
  Mac: Safari, Chrome or Firefox
  Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

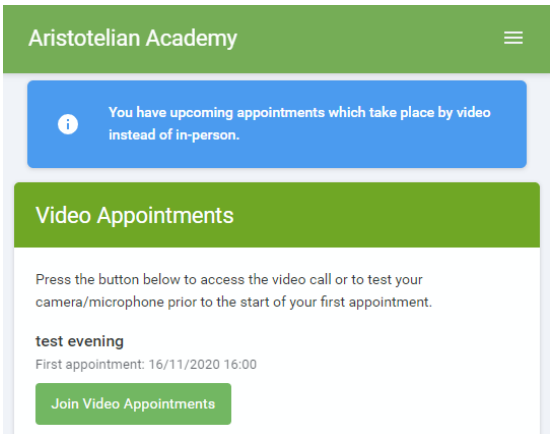
How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

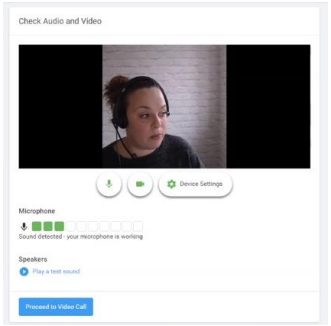
Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.



2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.



From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

3. The Video Call

On this screen you can see the following, when in a call:

At the top left the teacher name (and subject details) for the current and next appointment

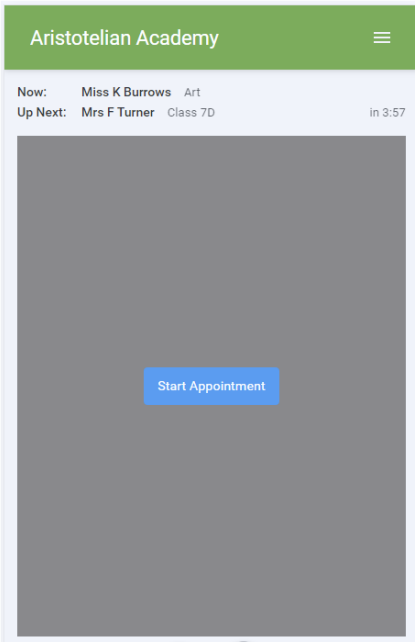
At the top right a countdown to the start of the appointment.

At the bottom the controls for the microphone and camera.

When another person is available these also show a pick up button to start the call

and a hang up button to leave the call.

In the middle, when your appointment is due to start, the *Start Appointment* button.



4. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.

When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

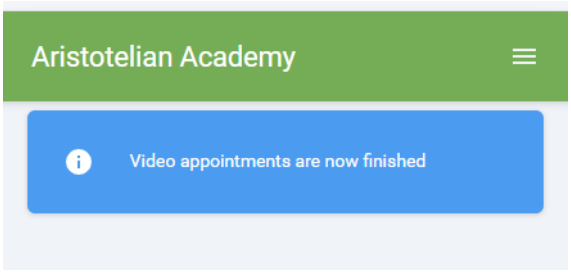
Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.

5. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment.
The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.