



Tuesday 9<sup>th</sup> June 2020

### **Year 10 Face to Face Meetings in School**

Dear Parent/Carer,

#### **Face to Face Meetings**

As you are aware, following Government guidelines, we are putting in place a number of strategies to support the ongoing education of Year 10 students. Part of this is a 1:1 face-to-face (distanced and carefully managed) meeting with tutors/school staff. This is to support ongoing online learning which will continue as the main delivery method of education for some time. These meetings will take place between the 15th and the 26th June. Tutors have allocated times for these and we would ask you to book for these specified times only.

#### **How to book**

Each meeting will last approximately 20 minutes with the aim to ensure that students are well supported in their work. During the meeting, they will have the opportunity to discuss concerns about individual subjects or pieces of work which require additional support. These meetings must be booked in advance via our 'parents evening booking system' at <https://lealands.parentseveningsystem.co.uk/>. Each student can only book one slot at this time. The room allocation for the meeting is detailed under 'more information' on the booking system and it is important that students know this before arriving at school so as to minimise contact.

#### **Attendance**

It is crucially important that students attend their booked appointments and arrive on time. Should it not be possible to attend, please contact the school via [admin@lealands.luton.sch.uk](mailto:admin@lealands.luton.sch.uk) or the MyEd app.

#### **Parent contact**

Unfortunately, parents will not be able to attend these meetings for safety reasons, but we are making phone calls so that parents are also able to discuss work and any issues that they are facing.

#### **Safety requirements and precautions**

Students should arrive no more than 5 minutes before their allocated meeting time. They may come to school in non-uniform clothes that are suitable (as for a non-uniform day in school). They will enter school via the path between the MUGA and the tennis courts and go straight to their allocated science classroom entering via the external door. On entry they must use the hand sanitiser provided. An appropriate distance will be observed in the meeting. Students must not congregate or travel to or from these meetings with others not from their household. Students must return home as soon as their meeting is concluded. Desks will be wiped between each meeting and the rooms/hard surfaces will be cleaned regularly and thoroughly at the end of each day. If your child or any member of your household develops or has symptoms of Covid-19, they must not attend these meetings. Should symptoms develop following a meeting in school, you are asked to inform the school immediately.

You will understand the importance of everyone adhering to these safety measures. We believe that with these precautions and strict social distancing measures in place, the meetings will be safe and secure.

If you have any queries or questions regarding these meetings, please email [admin@lealands.luton.sch.uk](mailto:admin@lealands.luton.sch.uk) and we will get back to you.

Yours sincerely,

Mr P White  
Head of Year

# Parents' Guide for Booking Appointments

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

## Lealands High School

### Parents' Evening System

Welcome to the Lealands High School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

#### Your Details

Title  First Name  Surname

Email Address  Confirm Email Address

#### Child's Details

First Name  Surname  DoB (dd/mm/yyyy)

[Administrator Login](#)  
[Teacher Login](#)

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – e.g.: 26/11/2005

## Select a parents' evening to add appointments:



### Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30



Continue

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

## Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

## Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

### Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save!

	Mr J Atkinson English E5 <b>No Appointment</b>	Mr A Gray French L2 <b>No Appointment</b>	Mr A Pinkney Geography H5 <b>No Appointment</b>	Mr K Jacobs History H6 <b>No Appointment</b>
16:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

### Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

### All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

#### Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

#### What's Next?

[View/Print Appointments](#)   [Send Feedback](#)   [Logout](#)

### Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Home   Appointments

Print Appointments

Select Evening

Parents' Evening  
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening

This parents' evening is the school via the main entrance for the Main Hall where it is. Parking is available in the school car park.

Date: 24/01/2013   Time: 16:00

[Add/Edit/Delete](#)

### Step 6: Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.