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

Lealands High School
Sundon Park Road
Luton
LU3 3AL

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Email: admin@lealands.luton.sch.uk
Website: www.lealands.luton.sch.uk
Headteacher: Mr J Burridge *BA (Hons) PGCE, MA, NPQH*

Our Ref: PW/SC/AJL

11th November 2019

Dear Parent/Guardian

Re: Year 10 Parents Evening – Wednesday, 27th November 2019- 4.00-7.00 pm

We are pleased to invite you to attend the Year 10 Parents Evening to discuss your child's progress with their subject teachers.

The online booking system will be available from Tuesday, 12th to Tuesday, 26th November 2019 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). 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 are unable to access the online booking system, please contact Mrs Lawes on 01582 611600 who will complete your booking requests.

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.

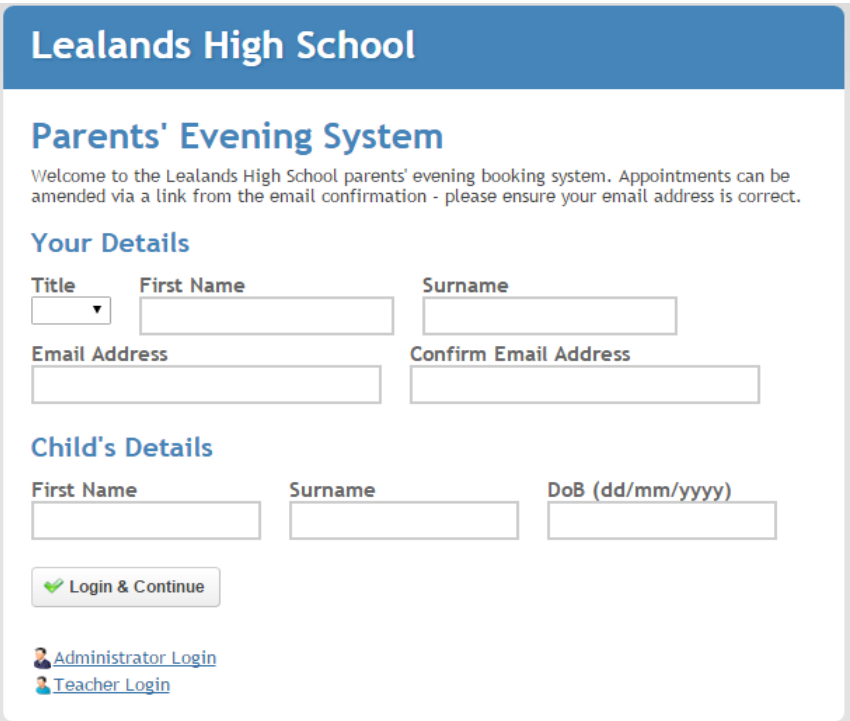
Yours sincerely

Mr P White
Head of Year

Mrs S Chin
Pastoral Support Manager

Parents' Guide for Booking Appointments

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



Step 1: Login

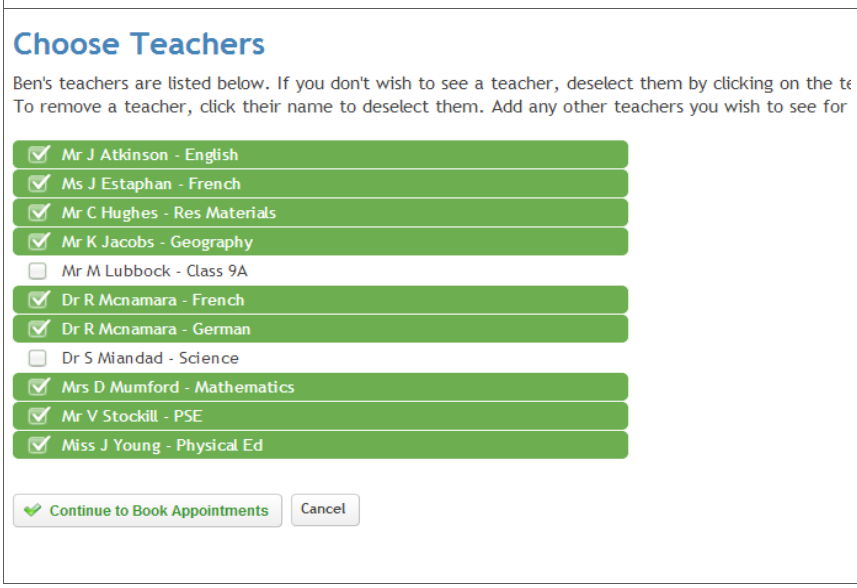
Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

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

Date of birth – e.g.: 26/11/2005

Step 2: Select Parents' Evening

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

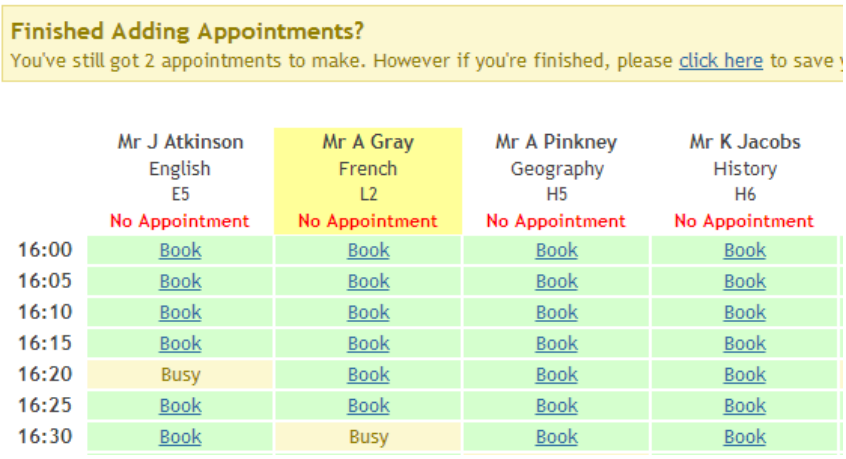


Step 3: Choose Teachers

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.

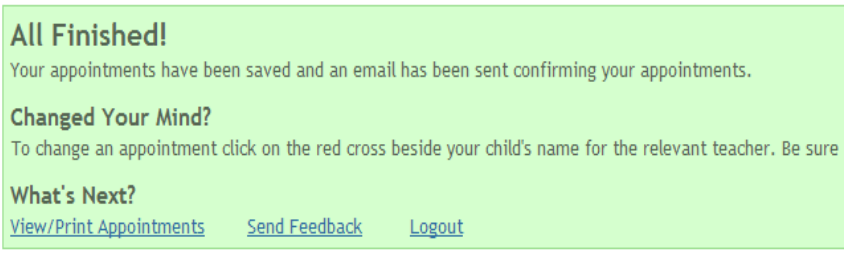
Contd/..



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.



Step 5: Finished

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

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.