



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

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

Our Ref: LW/AN/AJL  
1st October 2018

Dear Parent/Carer

**Re: Year 7 Tutor Information Evening – Wednesday, 17th October 2018 – 4.00-7.00 pm – Main Hall**

An invitation is extended to parents/carers of Year 7 students to meet informally with your child's tutor and pastoral team on Wednesday, 17th October 2018, between 4.00 and 7.00 pm. This is an opportunity for you to find out how your child has settled at the school and discuss any concerns. Miss Wilkinson (Head of Year) and Miss Naureen (Pastoral Support Manager) will also be available during the evening.

Please book your five minute appointment slot with your child's tutor by visiting our online parents' evening booking system at <https://lealands.parentseveningsystem.co.uk>. Please see the attached Parents' Guide for Booking Appointments for assistance in setting up your appointment. I would advise you to book early to ensure that you are allocated the slot that you need. If you cannot access the online parents' evening booking system, please make a note of your preferred appointment slot in your child's learning diary and their tutor will allocate you a slot and notify you with a return note.

The online booking system will be available from Tuesday, 2nd to Tuesday, 16th October 2018 at 3.00 pm.

Please try to arrive on time and keep your meetings to five minutes in the interests of the smooth running of the evening for all parents. Although, tutors will try to keep to appointment times, please be aware that, on occasions, these meetings do over-run. Should you require a longer period of time, please contact your child's tutor to make a separate appointment.

Your child is encouraged to attend the appointment and should do so 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 me in advance of the evening so that arrangements can be made.

The Tutor Evening will take place in the Main Hall which can be accessed via the doors marked 'Main Entrance'.

If you are unable to attend and would like to speak to your child's tutor at another time, please do not hesitate to contact the school to arrange a mutually convenient appointment.

Would you please return the reply slip below to your child's tutor indicating that you have received this letter by Friday, 5th October 2018.

Yours sincerely

Miss L Wilkinson  
Head of Year

Miss A Naureen  
Pastoral Support Manager

**LEALANDS HIGH SCHOOL**

**Year 7 Tutor Information Evening – Wednesday, 17th October 2018 – 4.00-7.00 pm – Main Hall**

Student's Name: ..... Tutor Group: .....

I/We\* will/will not\* be able to attend the Year 7 Tutor Information Evening.

Signed: ..... Date: .....  
(Parent/Carer)

**\*Please delete as appropriate and return to Tutor by Friday, 5th October 2018**



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY



# 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	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
	No Appointment	No Appointment	No Appointment	No Appointment
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' Evenir**

This parents' evening is the school via the main entrance for the Main Hall where the parking is available in the Main Hall.

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.