



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

Lealands High School
Sundon Park Road
Luton
LU3 3AL

Tel: 01582 611600

Our Ref: LW/CH/AJL

Email: admin@lealands.luton.sch.uk

28th October 2019

Website: www.lealands.luton.sch.uk

Headteacher: Mr J Burridge BA (Hons) PGCE, MA, NPQH

Dear Parent/Guardian

Re: Year 8 Parents Evening – Wednesday, 13th November 2019- 4.00-7.00 pm

We are pleased to invite you to attend the Year 8 Parents Evening to discuss your child's progress with their subject teachers.

The online booking system will be available from Tuesday, 29th October to Tuesday, 12th 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.parenteveningsystem.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, MyEd.

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

Miss L Wilkinson
Head of Year

Mrs H Cutteridge
Pastoral Support Manager

Parents' Guide for Booking Appointments

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

<h2>Lealands High School</h2> <h3>Parents' Evening System</h3> <p>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.</p> <h4>Your Details</h4> <p>Title <input type="text"/> First Name <input type="text"/> Surname <input type="text"/></p> <p>Email Address <input type="text"/> Confirm Email Address <input type="text"/></p> <h4>Child's Details</h4> <p>First Name <input type="text"/> Surname <input type="text"/> DoB (dd/mm/yyyy) <input type="text"/></p> <p><input type="button" value="Login & Continue"/></p> <p>Administrator Login Teacher Login</p>	<h3>Step 1: Login</h3> <p>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.</p> <p>Please use your child's "preferred" forename that matches our records (no abbreviations).</p> <p>Date of birth – e.g.: 26/11/2005</p>
<h3>Select a parents' evening to add appointments:</h3> <p> Parents' Evening</p> <p>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.</p> <p>Date: 24/01/2013 Time: 16:00 - 20:30</p> <p><input type="button" value="Continue"/></p>	<h3>Step 2: Select Parents' Evening</h3> <p>Click the green tick to select the parents' evening you want to make appointments for.</p>
<h3>Choose Teachers</h3> <p>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</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Mr J Atkinson - English<input checked="" type="checkbox"/> Ms J Estaphan - French<input checked="" type="checkbox"/> Mr C Hughes - Res Materials<input checked="" type="checkbox"/> Mr K Jacobs - Geography<input type="checkbox"/> Mr M Lubbock - Class 9A<input checked="" type="checkbox"/> Dr R Mcnamara - French<input checked="" type="checkbox"/> Dr R Mcnamara - German<input type="checkbox"/> Dr S Miandad - Science<input checked="" type="checkbox"/> Mrs D Mumford - Mathematics<input checked="" type="checkbox"/> Mr V Stockill - PSE<input checked="" type="checkbox"/> Miss J Young - Physical Ed <p><input type="button" value="Continue to Book Appointments"/> <input type="button" value="Cancel"/></p>	<h3>Step 3: Choose Teachers</h3> <p>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.</p> <p>Click on the Continue button to proceed.</p>

Contd/..

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	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

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.

The screenshot shows a web interface with a blue header containing 'Home' and 'Appointments' tabs. Below the header, there is a 'Print Appointments' button and a 'Select Evening' dropdown menu currently set to 'Parents' Evening 24/01/2013'. The main area is titled 'Your Appointments' and displays a list of times from 16:00 to 17:25. Appointments are shown as red bars with the teacher's name and subject: Mr A Pinkney - Geography (H5) at 16:20, Mr J Atkinson - English (E5) at 16:30, Mr A Gray - French (L2) at 16:40, Mr K Jacobs - History (H6) at 16:50, and Mrs L Vernon - Mathematics (M4) at 17:00. To the right of the list, there is a 'Parents' Evening' section with a date of 24/01/2013 and a time of 16:00. Below this, there is an 'Add/Edit/Delete' button with a pencil icon.

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.