



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

Lealands High School  
Sundon Park Road  
Luton  
LU3 3AL

Our Ref: CTA/JHI/MLA

Tel: 01582 611600

5th October 2022

Email: [admin@lealands.luton.sch.uk](mailto:admin@lealands.luton.sch.uk)

Website: [www.lealands.luton.sch.uk](http://www.lealands.luton.sch.uk)

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

Dear Parent/Carer

**Re: Year 7 Tutor Evening – Wednesday, 19th October 2022 - 4.00-7.00 pm**

An invitation is extended to parents/carers of Year 7 students to speak informally with your child's tutor on Wednesday, 19th October 2022 between 4.00 pm and 7.00 pm. This is an opportunity for you to find out how your child has settled at the school and discuss any queries you may have.

**To arrange the meeting, an online booking system will be available from Thursday, 6th to Wednesday, 19th October 2022 at 2.30 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 your child's tutor's available appointment times on one screen and you will be able to choose a time that is most convenient. Once the appointment has been booked, you will receive an automatic confirmation of the appointment 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.

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 me in advance of the evening so that arrangements can be made.

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.

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

We hope you can attend and look forward to seeing you on the evening.

Yours sincerely

Mr C Taplin  
Head of Year

Mrs S Albert  
Pastoral Support Manager



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY



# Parents' Guide for Booking Appointments

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

The 'User Details' form contains fields for 'First Name', 'Last Name', and 'Surname'. Below these are 'Email' and 'Confirm Email' fields. A 'Log In' button is at the bottom. There is also a section for 'Parent Details' with 'First Name', 'Surname', and 'Date of Birth' fields.

## 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.

The 'Parents' Evening' screen shows a message: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school in the form on the left and sign in at reception.' It offers two dates: 'Thursday 16th March' and 'Friday 17th March', each with a 'Click a date to continue' link. A 'Go back to school' link is at the bottom.

## Step 2: Select Parents' Evening

Click on the date you wish to book.

The 'Choose Booking Mode' screen asks 'Select how you'd like to book your appointments using the options below, and then hit Next.' It has two options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

## Step 3: Select Booking Mode

To pick the time to book with the Tutor, choose *Manual*. Then press *Next*.

The booking grid shows three classes: 'Mrs J Brown (MNC0 (A2))', 'Mrs D Patel (Class 11E (HS))', and 'Mrs A Wheeler (Class 11A (S, T))'. The time slots are 16:30, 16:45, 16:50, and 17:00. A blue box with a checkmark is in the 16:45 slot for Mrs D Patel. Green boxes with plus signs are in the 16:50 and 17:00 slots for Mrs J Brown and Mrs A Wheeler. Grey boxes indicate unavailable times.

## Step 4 (Manual): Book Appointments

Click any of the green cells to make the 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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

The 'My Bookings' page shows a table of appointments with columns for 'Date', 'Time', 'Class', and 'Tutor'. It also has a 'Print' button and a 'Subscribe to Calendar' button.

## Step 5 Finished

Your booking will now appear on the My Bookings page. An email confirmation has been sent and you can also print your appointment by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointment, click on *Amend Bookings*.