

Our Ref: NKE/SPI/MLA

Tel: 01582 611600

4th October 2023

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 In Person Tutor Evening – Wednesday, 18th October 2023 - 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, 18th October 2023 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, 5th to Wednesday, 18th October 2023 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.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, 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 have difficulties with the online booking system, please send an email requesting support with booking parents evening appointments to [admin@lealands.luton.sch.uk](mailto:admin@lealands.luton.sch.uk) giving your name, contact number, and child's name. A member of staff will then contact you to assist with the bookings.

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



Miss N Keefe  
Head of Year



Miss S Phipps  
Pastoral Support Manager

# Parents' Guide for Booking Appointments

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



The form is titled 'User Details' and contains fields for 'First Name', 'Last Name', 'Surname', 'Email', and 'Password'. There is a 'Log In' button at the bottom.

## 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 form is titled 'Parents' Evening' and contains a message: 'This parents' evening is an opportunity to meet your child's teacher. Please email the school at the main website and sign in at reception.' There are buttons for 'Click a date to continue', 'Thursday 16th March', 'Friday 17th March', and 'No update to attend'.

## Step 2: Select Parents' Evening

Click on the date you wish to book.



The form is titled 'Choose Booking Mode' and contains a message: 'Select how you'd like to book your appointments using the options below, and then hit Next.' There are two options: 'Automatic' (selected) and 'Manual'.

## Step 3: Select Booking Mode

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



The grid shows appointment times (16:00, 16:40, 16:55, 17:05) and tutors (Mr J Brown, Mrs D Patel, Mrs A Howler). A blue box with a checkmark is in the 16:40 slot for Mrs D Patel.

## 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 page shows a list of bookings with columns for 'Date', 'Time', 'Tutor', 'Status', and 'Print'. There is a 'Print' button at the bottom.

## 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*.