



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

Lealands High School
Sundon Park Road
Luton
LU3 3AL

Our Ref: MCU/JOJ/MLA

Tel: 01582 611600

11th October 2021

Email: admin@lealands.luton.sch.uk

Website: www.lealands.luton.sch.uk

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

Dear Parent/Carer

Re: Year 7 Online Tutor Evening – Wednesday, 20th October 2021 - 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, 20th October 2021 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. This will be an online meeting.

To arrange the meeting, an online booking system will be available from Tuesday, 12th to Tuesday, 19th October 2021 at 3.00 pm.

Please use the help sheets 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.

If you are unable to make any of these times 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.

Yours sincerely

Miss M Cussen
Head of Year 7

Mrs J Ojulah
Pastoral Support Manager



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



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

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.

Step 2: Select Parents' Evening

Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Teacher	Student	Subject	Book
Mr J Brown	Sam	English	OK
Mrs A Wheeler	Sam	Mathematics	OK
Mr J Brown	Amelia	French	OK

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): Book Appointments

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

Step 6: Finished

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

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

Video Appointments: Parents

How to attend appointments over video call

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
 - iPhone/iPad:** Safari **Note: there is a known issue joining video calls using iOS 14.2. Please check your device does not run iOS 14.2, or use an alternate device.**
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

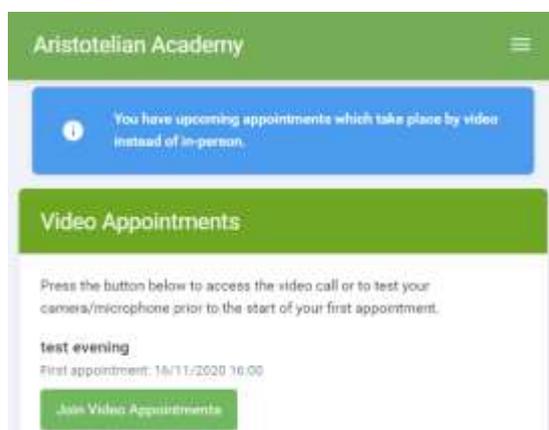
How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

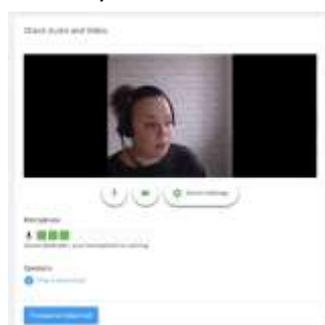
Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

Press the button to join your appointment on the day - or to test your camera/microphone at any time.



2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes.



From here you can turn on or off your microphone and camera, change which devices are being used for the call, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

3. The Video Call

On this screen you can see the following, when in a call:

At the top left the teacher name (and subject details) for the current and next appointment

At the top right a countdown to the start of the appointment.

At the bottom the controls for the microphone and camera.



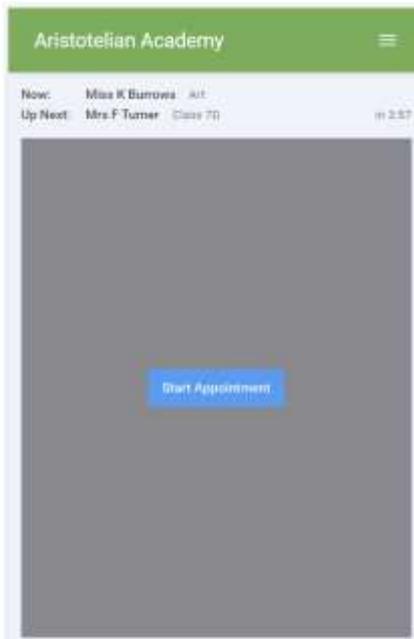
When another person is available these also show a pick up button to start the call



and a hang up button to leave the call.



In the middle, when your appointment is due to start, the *Start Appointment* button.



4. Making a call

Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.



When a teacher joins a call you will see them in the main part of the screen - or hear them, if they have no camera (or have turned it off) - and can start your discussion with them.

You will also see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin.

If anyone loses access to the system for some reason during the call, they can log in again and click *Start Appointment* on the video call screen. As long as the other person is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment time is over and the call will automatically end.

Note that if you or the teacher are late, or leave and rejoin the call, it does **not** reset the timer.

The appointment will always end at the scheduled time.

5. Follow on calls

If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it

Note that if you delay starting a call it does **not** extend the duration for that appointment.

The appointment will always end at the scheduled times.

If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Once your final appointment for the evening is complete you will see a message advising you of this.

