

Tel: 01582 611600

Email: admin@lealands.luton.sch.uk

Website: www.lealands.luton.sch.uk

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

Our Ref: SDU/KLL/MLA

13th September 2023

Dear Parent/Carer

Re: Year 11 In Person Parents Evening – Wednesday, 27th September 2023 - 4.00-7.00 pm

We are pleased to invite you to attend the Year 11 Parents Evening to discuss your child's progress with their subject teachers.

The online booking system will be available from Thursday, 14th to Wednesday, 27th September 2023 at 2.00 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, My Ed.

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 have difficulties with the online booking system, please send an email requesting support with booking parents evening appointments to 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.

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.

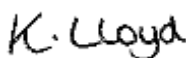
The Parents Evening will take place in the Science Department which can be accessed via the doors marked 'Student Entrance'.

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

Yours sincerely



Mr S Dummett
Head of Year



Mrs K Lloyd
Pastoral Support Manager

Parents' Guide for Booking Appointments

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



User Details

First Name: [text] Last Name: [text] Username: [text]

Email: [text] Password: [text]

Confirm Password: [text]

Log In

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.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school on the form and click on the date you wish to book.

Click a date to continue

Thursday 16th March
Click for bookings

Friday 17th March
Click for bookings

Go back to school

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*.



Choose Booking Mode

Select how you'd like to book your appointments using the options below, and then hit Next.

☒ Automatic
Automatically book the best possible times based on your availability.

☐ Manual
Choose the times you wish to book with each teacher.

Next

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.



Choose Teachers

If there is a teacher you do not want to book, please click on their name to deselect.

Don't Attend

☒ Mr J Brown
Click to deselect

☒ Mrs A Wheeler
Click to deselect

Continue to Book Appointments

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.



Confirm Appointment Times

The following appointments have been reserved for you to complete. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Booked
Mr J Brown	Sam	English	OK
Mrs A Wheeler	Sam	Mathematics	OK
Mr J Brown	Sam	History	OK

Accept Appointments

Cancel Appointments

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).



Manual booking grid showing teachers (Mr J Brown, Mrs A Wheeler, Mrs B Patel) and times (15:00, 15:45, 16:30, 17:15). Green cells indicate available times, blue cells indicate booked times, and grey cells indicate unavailable times.

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.



My Bookings page showing a list of appointments with columns for Teacher, Student, Subject, and Date.

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*.