

17th March 2021

**Year 9 Parents' Evening – Thursday 25th March**

Dear Parents/Guardians,

We would like to invite you to our Year 9 Parents' Evening on Thursday 25<sup>th</sup> March 2021 between 4:00pm and 7:00pm.

Given the current pandemic and Government guidance, it is not feasible for us to host a traditional Parents' Evening with parents and carers visiting the school, moving between staff members and having face to face discussions. Consequently, we have opted to host our Parents' Evening using video calls.

We have, for a number of years, used SchoolCloud as our online booking system to enable parents/carers to manage the appointments with their child's teachers. We are delighted to be able to use the exact same system to host our Video Call Parents' Evening. Attached to this letter is a guide to making your appointments, while an online guide detailing how to use the system to conduct the video call meetings, once you have booked all of your appointments is available [here](#). This guide is also available online (<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>). I should point out at this stage that it is possible to conduct the video call as a telephone call by muting the camera option. It is also worth noting that calls will automatically be terminated at the end of the designated appointment slot, helping parents and teachers to stay on time.

Please visit <http://lhea.parentseveningsystem.co.uk>, or follow this [link](#) to book your appointments via the online booking system in the same manner as for previous Parents' Evenings.

Bookings will open at **7:00am on Thursday 18<sup>th</sup> March** and will close at **3:00pm on Monday 22nd March**.

The following information is required to login:

1. *Student First Name*
2. *Student Surname*
3. *Student Date of birth*
4. *Parent Surname*

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf, and in these instances, you will be asked to confirm a contact telephone number which staff will be given to contact you at the designated appointment time on the evening.

Yours sincerely

Ms. J. Vohra

Head of Year 9

# Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[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 via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)
- [I'm unable to attend](#)

## 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 option below, and then hit Next.

- Automatic**  
Automatically book the best possible times based on your availability
- Manual**  
Choose the time you would like to see 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 wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[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 two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

[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).

	Mr J Brown (A2) Ben	Miss B Patel (H3) Andrew	Mrs A Wheeler (L1) Ben
16:30	⊖	⊕	⊖
16:40	⊕	⊕	⊕
16:50	⊕	⊕	⊕
17:00	⊕	⊕	⊕

## 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**

Thursday, 16th April

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

[Print](#) [Amend Bookings](#)

## 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*.

