



Lady Lumley's School

being our best

Dear Parent/Carer

Year 7 Parent, Carers and Student Consultation Evening – Thursday 30th March

I would like to invite you to attend our Parents' and Student Consultation Evening on **Thursday 30th March** 16:00 to 20:00 via School Cloud. This is an important evening which provides you with an opportunity to discuss the progress of your child with their teachers. We strongly encourage that students attend the appointment, so they can engage in the discussion regarding their progress. Appointments are allocated on a first-come basis, thus we strongly recommend you booking the appointments once the booking goes live.

Appointments can be made from **Thursday 16th March at 5:00 PM via** School Cloud. Should you wish to make any changes after this date please contact the school office. Appointments will be 5 minutes long, you will get a minute's break in-between appointments. Your appointment will start at the allocated time and a timer will end the appointment after the 5 minutes. If parents/carers or teachers feel there needs to be a follow up conversation, this can be rearranged for another time.

To ensure that teachers speak to as many parents as possible, please can you book your appointments using the manual function and select the subjects you would like an appointment with. Where your child has the same teacher for more than one subject, we would ask you to book one appointment with that teacher to discuss both subjects. A follow-up appointment can be arranged if needed.

Please visit <https://ladylumleys.schoolcloud.co.uk> to book your appointments.

School Cloud will authorise your access to the booking system, **checking the information you have entered is the same as the information that we have in school**. The parent/carers listed as a first contact should make the appointments using the email address that has been given to the school. If you have changed your email address or want to ensure we have your correct details, please get in touch with the school office before the appointment bookings open to ensure you are able to successfully log in to the system.

Should you wish to add another parent you can follow the guidance:

<https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>



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I have attached a parents' guide to how to use School Cloud to book virtual appointments with your child's teachers. I have also attached a link to the video guide below:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely
Sarah Thompson

Guide for Booking Appointments

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

<p><small>remember to use correct naming practice: entering booking system: appointment can be attended via a link from the email confirmation - please ensure your email address is correct.</small></p> <p>Your Details</p> <p>Title: <input type="text"/> First Name: <input type="text"/> Surname: <input type="text"/></p> <p>Email: <input type="text"/> Confirm Email: <input type="text"/></p> <p>Student's Details</p> <p>First Name: <input type="text"/> Surname: <input type="text"/> Date Of Birth: <input type="text"/></p>	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
<p>Parents' Evening</p> <p>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.</p> <p>Click a date to continue:</p> <p>Thursday, 16th March Open for bookings</p> <p>Friday, 17th March Open for bookings</p> <p>I'm unable to attend</p>	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
<p>Choose Teachers</p> <p>If there is a teacher you do not wish to see, please untick them before you continue.</p> <p>Ben Abbot</p> <p><input checked="" type="checkbox"/> Mr J Brown SEND</p> <p><input checked="" type="checkbox"/> Mrs A Wheeler Class 11A</p> <p>Continue to Book Appointments</p>	<p>Step 3: Choose Teachers</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>



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	<p>Step 4: Book Appointments</p> <p>Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.</p> <p>To change an appointment, delete the original by hovering over the blue box and clicking <i>Delete</i>. Then choose an alternate time.</p> <p>You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.</p> <p>Once you're finished booking all appointments, at the top of the page in the alert box, press <i>click here</i> to finish the booking process.</p>
	<p>Step 5: Finished</p> <p>All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing <i>Print</i>. Click <i>Subscribe to Calendar</i> to add these and any future bookings to your calendar.</p> <p>To change your appointments, click on <i>Amend Bookings</i>.</p>