



## Lady Lumley's School

*being our best*

Dear Parents/Carers

### Year 9 Parents, Carers and Student Consultation Evening - Tuesday 14th March

I would like to invite you to attend our Parents' and Student Consultation Evening on **Tuesday 14th 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 2<sup>nd</sup> March 17:00** 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 is a need for 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 for. 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/carer 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.parenteveningsystem.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 on 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>

The parent guidance also explains how you can blur your screen for your privacy.

I would also like to make you aware of the Year 9 Support and Celebrating Success Evening on Wednesday 18<sup>th</sup> May, further details to follow.

Yours sincerely  
Sarah Thompson

## Guide for Booking Appointments

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

	<p><b>Step 1: Login</b></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><b>Step 2: Select Parents' Evening</b></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>



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## 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 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

## Step 4: 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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 5: 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*.

Teacher	Student	Subject	Room
Mr J Brown	Ben	Maths	A1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1
Mr J Brown	Ben	English	B1



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