



Lady Lumley's School

Welcome to Lady Lumley's School: Meet the Tutor Evening, Tuesday 3rd October

Dear Year7 Families,

We are delighted with how the students have settled into school and adjusted to their new learning experiences. They are a positive presence around school, and we hope that when they come home from school, they share some of the experiences from their day.

We would like to invite you to the Year 7 Meet the Tutor Evening on Tuesday 3rd October. **You will be able to book an appointment between 4.30-6.30 PM.** The purpose of the evening is for you to talk to your child's Form Tutor to discuss how they have settled into their new school. It will also present the opportunity to ask any questions and share any further information with your child's Form Tutor. Parents/Carers can also book an appointment with Mrs Allen the Pastoral Officer for Year 7 and Miss Robinson our SENDCO should you have specific issues to discuss.

As a school we use School Cloud for all our Parent Carer Student Consultations. This is an online tool that has received positive feedback from both Parents/Carers and teaching staff. School Cloud allows you to choose your own appointment times as well as receiving an email confirming your appointment(s). It also supports those families who do not live locally with not having to travel into school for one short appointment.

Appointments can be made from Monday 25th September from 6PM via School Cloud. Should you wish to make any changes after this date please contact the school office. Your appointment will start at the allocated time and a timer will start at this time and end after 5 minutes. It is important therefore that you have logged on and checked your connection before your first appointment. Should you feel that you need to discuss any issues further, please let your child's tutor know so they can arrange a follow-up phone call on another occasion.



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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. School Cloud will log you into to the system through a security measure, which checks the information that you enter is the same as that which we hold including your email. Thus, if you are in any doubt, please contact the school office.

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

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>

If you have any questions or problems, please do not hesitate to get in contact with myself or Mrs Allen.

Yours Sincerely

Sarah Thompson

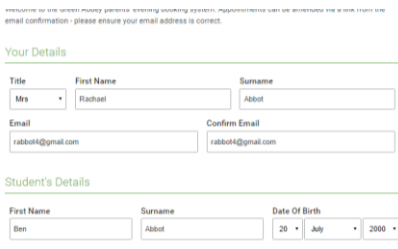
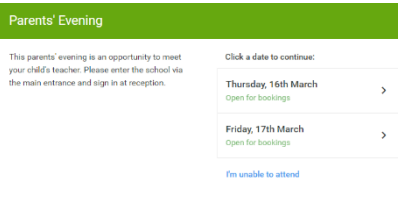
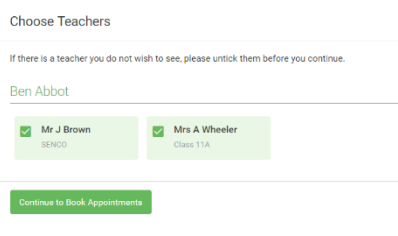
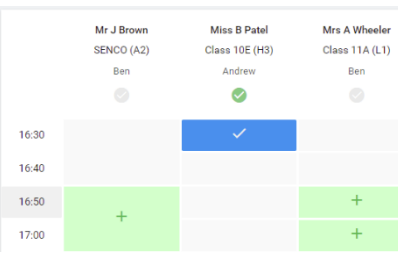
Key Stage 3 Phase Leader



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Guide for Booking Appointments

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

	<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>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>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>
	<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>



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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.

Teacher	Student	Subject	Room
Ms. Johnson	John	Maths	101
Ms. Johnson	John	English	101
Ms. Johnson	John	English	101
Ms. Johnson	John	History	101
Ms. Johnson	John	History	101
Ms. Johnson	John	Mathematics	101
Ms. Johnson	John	Science	101

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*.