



Lady Lumley's School

being our best

Dear parent/carers

Year 9 Parent, Carers and Student Consultation Evening –14th December – 16:00-19:30

I would like to invite you to attend our Parents' and Student Consultation Evening on Thursday 14th December 16:00 to 19:30 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. Parent/carers can speak to all the curriculum subjects, apart from Life teachers. 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 7th December at 18:00 hrs via School Cloud. 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/careers 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.

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.

Should you wish to add another parent you can follow the guidance: [Link1](#)

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 [Link2](#)

Yours sincerely
Sarah Thompson



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Guide for Booking Appointments

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

<p><small>ensure you are using a secure internet connection. Booking appointments requires registration with an account and a valid email address. Please ensure your email address is correct.</small></p> <p>Your Details</p> <p>Title: Mrs First Name: Rachael Surname: Abbot</p> <p>Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com</p> <p>Student's Details</p> <p>First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000</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 SENCO</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>																
<p>Mr J Brown SENCO (A2) Ben</p> <p>Miss B Patel Class 10E (H3) Andrew</p> <p>Mrs A Wheeler Class 11A (L1) Ben</p> <table border="1"> <tr> <td>16:30</td> <td></td> <td></td> <td></td> </tr> <tr> <td>16:40</td> <td></td> <td></td> <td></td> </tr> <tr> <td>16:50</td> <td>+</td> <td></td> <td>+</td> </tr> <tr> <td>17:00</td> <td>+</td> <td></td> <td>+</td> </tr> </table>	16:30				16:40				16:50	+		+	17:00	+		+	<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>
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16:40																	
16:50	+		+														
17:00	+		+														



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MY BOOKINGS

Page 11: Subject Timings

Thursday, 10th April

This page lists all the subjects in the school. Please enter the subject in the main entrance and follow the signs to the Main Hall where this morning is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
10.00	Mr J. Brown	Mr	Maths	A1
10.10	Mr J. Brown	Mr	English	B1
10.15	Mr J. Brown	Mr	English	B1
10.20	Mr J. Brown	Mr	English	B1
10.25	Mr J. Brown	Mr	Mathematics	A1
10.30	Mr J. Brown	Mr	Science	B1

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*.



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Headteacher: Ms C. Foden

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