



Lady Lumley's School

being our best

Dear families,

Year 8 Parent and Student Consultation Evening – Thursday 1st February

I would like to invite you to attend our Parents 'and Student Consultation Evening on Thursday 1st February 4pm to 8pm. This is an important evening and provides you with an opportunity to discuss the progress of your child with their teachers.

Appointments can be made from **Thursday 18th January at 6pm** and will **close on Wednesday 31st January at 4pm**. Should you wish to make any changes after this date please contact the school office. Appointments will be 5 minutes long. Your appointment will start at the allocated time and a timer will start at this time and end after 5 minutes. Appointments are allocated on a first come basis. If you are unable to make an appointment with a teacher you would like to speak to, please email myself or the school office who will be able to rearrange for them to call you at another time.

Miss Robinson the school SENCO is available for appointments, please be mindful when you are making your appointments automatically that Miss Robinson's appointments are for those students who work with the Learning Support Team. Ms Gilbert, the Pastoral Officer for Year 8 is also available for appointments. I would like to take the opportunity to remind families that Ms Gilbert is available via email or phone call for any concerns or issues you would like to raise at any time.

Please visit <https://ladylumleys.schoolcloud.co.uk> to book your appointments. The system uses the registered email address of the priority one contact we have at 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.

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>

Yours sincerely
Sarah Thompson



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Parents' Guide for Booking Appointments

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

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|---|--|
| <p><small>Remember to use correct naming protocol: (surname, first name, middle name). Appointment will not be confirmed until a confirmation email is received - 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><small>rabboth@gmail.com rabboth@gmail.com</small></p> <p>Student's Details</p> <p>First Name: <input type="text"/> Surname: <input type="text"/> Date Of Birth: <input type="text"/></p> <p><small>Ben Abbot 20 July 2000</small></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 <small>Open for bookings</small></p> <p>Friday, 17th March <small>Open for bookings</small></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 <small>SENCO (A2)</small></p> <p><input checked="" type="checkbox"/> Mrs A Wheeler <small>Class 11A (L1)</small></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 <small>SENCO (A2)</small> Ben</p> <p>Miss B Patel <small>Class 10E (H3)</small> Andrew</p> <p>Mrs A Wheeler <small>Class 11A (L1)</small> Ben</p> <p>16:30</p> <p>16:40</p> <p>16:50</p> <p>17:00</p> <p>+</p> <p>+</p> <p>+</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> <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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screen capture of the My Bookings page

| Teacher | Student | Subject | Room |
|-------------|---------|---------|------|
| Mr. Johnson | Ben | Maths | A1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | B1 |
| Mr. Johnson | Ben | English | 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*.