

Ref: LFATQ-ParentCarer-Let 0421 (JEF)
Date: 11/12/2019



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Dear Parents/Carers

Yr10 Parents/Carers Evening – Thursday 9 January 2020

We would like invite you to the Yr10 Parents/Carers Evening on Thursday 9 January (1600 to 1900 hrs).

This event offers Parents/Carers the opportunity to talk with Subject Tutors about student achievements, strengths and the areas to further develop, in addition to asking any questions they may have.

Consultation slots can be booked using our web-based appointment booking system – please see attached (details also available on our website).

We hope you will be able to attend the evening and look forward to meeting you.

Yours sincerely,

A handwritten signature in black ink that reads 'S. Minhas'.

Mrs S Minhas
Principal

Enc: Parent Guide to using Parent Booking System

Landau Forte Charitable Trust
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Registered Office:
Landau Forte College
Fox Street
Derby
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An exempt charity

Parents' Guide for Booking Appointments

Browse to <https://landauforteqems.parentseveningsystem.co.uk/>



Your Details

First Name: [input] Surname: [input]
 Title: [input] Address: [input] Index: [input]
 Email: [input] Contact Email: [input]
 Username: [input] Password: [input]

Student's Details

First Name: [input] Surname: [input] Date of Birth: [input]
 Sex: [input] Year: [input]

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents evening is an opportunity to meet your child's teacher. Please enter the school as the main address and range in attendance.

Click a date to continue

Thursday 16th March
open to bookings

Friday 17th March
open to bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then *Next*.

Automatic
Automatically book the best possible time based on your availability

Manual
Choose the time you would like to see each teacher

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please uncheck their boxes before you continue.

Ben Abbott

Mr J Brown
Class 10A

Mrs A Wheeler
Class 10B

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

Confirms Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

| Time | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:30 | Mr J Brown | Ben | English | 10 |
| 17:45 | Mrs A Wheeler | Ben | Mathematics | 10 |
| 17:45 | Dr Mowbray | Andrew | French | 14 |

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

| | Mr J Brown Class 10A (A2) | Mrs A Wheeler Class 10B (A2) | Mrs A Wheeler Class 11A (A2) |
|-------|------------------------------|---------------------------------|---------------------------------|
| 15:30 | + | ✓ | + |
| 16:00 | + | + | + |
| 16:30 | + | + | + |
| 17:00 | + | + | + |

Step 5b (Manual): 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.

My Bookings

| Time | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:30 | Mr J Brown | Ben | English | 10 |
| 17:45 | Mrs A Wheeler | Ben | Mathematics | 10 |
| 17:45 | Dr Mowbray | Andrew | French | 14 |

Step 6: 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*.