

Ref: LFATQ-ParentCarer-Let 0429 (JEF)
Date: 19/12/2019



Ashby Road
Tamworth
Staffordshire B79 8AH

Telephone 01827 62241
Fax 01827 66712
Email post@lfatq.org.uk
Website lfatq.org.uk

Dear Parent/Carer

Yr9 Parents/Carers Evening & Options Presentation Thursday 16 January 2020 (1600-1900 hrs)

We would like invite you to the Yr9 Parents/Carers Evening on Thursday 16 January 2020.

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. There will also be a presentation by Mr Harrison regarding Yr9 Options.

| | |
|-----------------|----------------------------|
| 1600 – 1730 hrs | Parent/Carer consultations |
| 1730 – 1800 hrs | Options Presentation |
| 1800 – 1900 hrs | Parent/Carer consultations |

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
A company limited by guarantee

Registered in England No. 2387916

Registered Office:
Landau Forte College
Fox Street
Derby
DE1 2LF

An exempt charity

Parents' Guide for Booking Appointments

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



Your Details

Title First Name Surname
 Address
 Email

Student's Details

First Name Surname Date of Birth

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 in the main address page or at the top of this page.

Thursday 18th March

Friday 19th March

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 times possible 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 name before you continue.

Ben Abbott

Mr J Brown
Class 10A

Mrs J 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 searched for two minutes. If you're happy with them, please choose the *Accept* button at the bottom.

| Teacher | Student | Subject | Room | |
|---------|---------------|---------|-------------|----|
| 17:15 | Mr J Brown | Ben | English | 10 |
| 17:45 | Mrs J Wheeler | Ben | Mathematics | 10 |
| 17:45 | Dr Williams | 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 38ND0 (A2) Ben | Mrs J Wheeler Class 10B (A2) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|-------------------------------------|---|--|
| 15:30 | | <input checked="" type="checkbox"/> | |
| 16:45 | | | |
| 16:50 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| 17:00 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

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

| Teacher | Student | Subject | Room |
|---------|---------------|---------|-------------|
| 17:15 | Mr J Brown | Ben | English |
| 17:45 | Mrs J Wheeler | Ben | Mathematics |
| 17:45 | Dr Williams | Andrew | French |

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*.