

Ref: LFATQ-ParentCarer-Let 0444 (JEF)
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Dear Parent/Carer

Yr8 Parents/Carers Evening Thursday 26 March 2020 (1600-1900 hrs)

We would like invite you to the Yr8 Parents/Carers Evening on Thursday 26 March (1600 to 1900 hrs).

This event will take place at the Sixth Form Academy and 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). Slots are taken up quickly so please log on and book an appointment **as soon as possible**,

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

Yours faithfully

A handwritten signature in black ink that reads 'Sarah Findlay-Cobb'.

**Sarah Findlay-Cobb
Interim Principal**

Enc: Parent Guide to using ParentBooking System

Landau Forte Charitable Trust
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An exempt charity

Parents' Guide for Booking Appointments

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



Your Details

Title: First Name: Surname:

Address:

Postcode:

Email: Confirm Email:

Student's Details

First Name: Surname: Date of Birth:

Sex:

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 and/or in the dropdown.

Click a date to book:

Thursday 18th March
[Open to bookings](#)

Friday 19th 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 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 them before you continue.

Ben Abbott

Mr J Brown
Class 10A

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

| Teacher | Student | Subject | Room |
|---------------------|---------|-------------|------|
| 17:30 Mr J Brown | Ben | English | 10A |
| 17:45 Mrs J Whisker | Ben | Mathematics | 10B |
| 17:45 Mr J Brown | Andrew | French | 10A |

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 38MCO (A2) Ben | Mrs J Whisker Class 10B (A2) Andrew | Mrs J Whisker Class 11A (A2) Ben |
|-------|-------------------------------------|---|--|
| 15:30 | | <input checked="" type="checkbox"/> | |
| 16:45 | | | |
| 15:50 | <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 |
|---------------------|---------|-------------|------|
| 17:30 Mr J Brown | Ben | English | 10A |
| 17:45 Mrs J Whisker | Ben | Mathematics | 10B |
| 17:45 Mr J Brown | Andrew | French | 10A |

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*.