

# On-line Booking System

To log onto the system, please go to the school website  
[www.longsands.cambs.sch.uk](http://www.longsands.cambs.sch.uk)

and click on the link for Parents Evening or enter  
<https://parents-booking.netmedia.co.uk/longsands>

then

Click on **Please Enter Your Details Here**

(please note this must accurately match with information held by the school)

Please enter your details here

\*Fields marked with this are mandatory.

Parents' title\*

Parents' Surname\*

Enter your email address to receive booking confirmation  
E-Mail Address

The system can only take bookings for one child at a time. Please enter the details of the child you want to make bookings for now.

Child's DOB\* Child's First Name\*

Format dd/MM/yyyy

Child's Surname\*

Child's Register Class\*

Log In Close

Fill in the boxes on the pop up. When done press **Log In**

Click on **Academic Planning Day** and follow the instructions on the page to make an appointment with your son/daughters tutor

On the pop up add what, if anything, you wish to discuss and click on **Make Booking**. If you do not want to add anything just click on **Make Booking**

If you wish to cancel a booking click on the relevant box then click on the **Cancel A Booking** at the top of the page

When you have finished making your appointment you can either email or print it.

Ensure you enable **Allow Pop-ups**

Once completed close the window.

This is a new system which I hope will make things easier for you

If you have any problems please contact the school either by phone and speak with Mrs Boothby on **01480 223343** or email [aboothby@longsands.cambs.sch.uk](mailto:aboothby@longsands.cambs.sch.uk) and she will get back to you.