

Yr8 Par Eve/ks3/jc  
12 April 2016

**TO: ALL YEAR 8 PARENTS/CARERS**

Dear Parent/Carer

I would like to invite you and your son/daughter to attend the Year 8 Parents' Evening on **Tuesday 19 April 2016**, when you will have the opportunity of talking with teachers. The procedure for Parents' Evening is as follows:

1. **You can make appointments using our on-line booking system** (please see overleaf for instructions). If you are unable to access or use the online system, please ask your son/daughter to contact a member of the KS3 support staff with the names of the teachers you would like to see or phone them on 01480 353535. **Please ensure you only book one appointment per subject, per student.**
2. As you will appreciate, some members of staff, who teach more than one Year 8 class, will be unable to meet with all of their students' parents. **Can I, therefore, advise you to see only those teachers where you have a specific concern or query.** If you know that your son or daughter is getting on well within a subject and you yourself have no concerns, it may be better to use the available time to see other teachers.
3. Parents with students of SEN concern should make appointments with Mrs Brodie via email ([ABrodie@longsands.cambs.sch.uk](mailto:ABrodie@longsands.cambs.sch.uk))
4. Unfortunately Mr Sullivan (Technology) is unable to take appointments but if you have any queries/concerns please email Mrs D Kirk via [enquiries@longsands.cambs.sch.uk](mailto:enquiries@longsands.cambs.sch.uk)
5. **We strongly encourage you to attend the Parents' Evening with your son/daughter, as it would be beneficial for him/her to be part of the process.**
6. **Each appointment is timed to last 5 minutes** and we must insist that timings are strictly adhered to. If, as a result of your conversation there are still issues to discuss, it may be appropriate to arrange another appointment at a later date.
7. Please bring the attached map and rooming information along with you on the evening.

If you have any queries concerning these arrangements, please contact your son/daughter's Form Tutor. We look forward to seeing you on 19 April.

Yours sincerely



**Miss C Cann**  
Head of Maple School



**Mr M David**  
Head of Willow School



**Miss K Bingham**  
Head of Aspen School

## 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 Parents tab and select Parents' Evening Booking or enter

<https://longsandsacademy.parentseveningsystem.co.uk/>

then

Click on **Please Enter Your Details Here**

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



## Parents' Evening System

Welcome to the Longsands Academy parents' evening booking system.

Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

### Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Confirm Email Address	
<input type="text"/>	<input type="text"/>	

*Parents' title – eg Mr, Mrs, Dr etc*

*Current email address*

### Child's Details

First Name	Surname	DoB (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Login &amp; Continue"/>		

*Child's First Name and Surname (preferred name known as in school)*

*Child's Date of Birth*

Fill in the boxes on the pop up. When done press **Login & Continue**.

Click on the correct parents' evening event and select **Continue**.

If appropriate, deselect any teacher you don't wish to see by clicking on the name. Select **Continue to Book Appointments**.

Select **Book** to make the appointment/s (you can add a message for the teacher at this point if you wish) and select **Add Appointment**. If you do not want to add anything just click on **Add Appointment**. Please note that booking of consecutive times is not allowed.

When completed the appointments will be emailed to you and you can also **View/Print Appointments**. If you later wish to make a change to your bookings, please follow the link from the email you receive.

If you have any problems please contact the school by phone and speak with the relevant Key Stage Support Team.