



**Lornshill  
Academy**



**Clackmannanshire  
Council**

www.clacks.gov.uk

Comhairle Siorrachd  
Chlach Mhanann

Tullibody Road, ALLOA FK10 2ES  
Telephone: 01259 452333 Fax: 01259 720402  
Headteacher: Mr Tom Black

Dear Parent/Carer,

### **S3 Subject Parent's Evening – Wednesday 6<sup>th</sup> November 2019**

I would like to invite you to attend your child's S3 Subject Parent's Evening which will take place on Wednesday 6<sup>th</sup> November. Appointment times will be available from 4:30pm – 7.00pm. This is an opportunity to meet your child's subject teachers and find out how they are progressing through their chosen subjects and how best to support them moving forward. The Senior Leadership Team and Pupil Support Team will also be on hand throughout the evening also.

Last session we successfully trialled an online booking system for Parents Evening, this will now be rolled out across for all year groups. Information on how to login and book your times is attached. Also this session appointments will take place in the Assembly Hall and Hub area, this will limit the amount of movement that you will need to make between appointments and help the timings for the evening run more smoothly. The online booking system will be live until 8pm on Thursday 31<sup>st</sup> October. An opportunity to make appointments by the previous paper system will then be available should you wish to do this.

The end of the school day for pupils is 3:50pm on a Wednesday. To allow the school to clear safely and for staff to organise for the start of the evening can I please ask that you do not arrive for your appointments before 4:20pm.

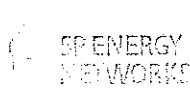
The year head for S3 is Mr Murray and the Pupil Support Team are Miss McKay (Devon), Miss Dodds (Forebraes) and Mr Rennie (Grange)

If you have any issues or queries about this then please contact the school office who will be happy to help.

Yours Sincerely

*G Clancy*

Depute Head Teacher



Lornshill Campus  
Community Sport Hub



# Parents' Guide for Booking Appointments

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



parentevening  
system

## 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.

## 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*.

## 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.

## 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.

## 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).

## 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.

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.

## 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*.