



Education Resources
 Executive Director **Tony McDaid**
 Acting Head Teacher **Barbara Lee**
Lesmahagow High School

Our ref:
Your ref:
If calling ask for: Mr Gray
Phone: 01555 896010
Date: October 2021

Dear Parent/Guardian,

The Lesmahagow High School S3 Parents' Evening will take place on **Wednesday, 24th November 2021** from 4.30pm until 6.30pm, with reports issued on Wednesday 17th November. Unfortunately, face-to-face appointments are still not possible at this time, however, we will be offering video appointments with your child's teachers. All calls are made directly from a web browser, so all you need is a smartphone, tablet or computer with a camera/microphone.

We have previously utilised an online booking system for our parents' evenings, however, to allow for video calls to be made, we are utilising a different service. Please follow the steps below to book your appointments online.

Go to <https://lesmahagow.schoolcloud.co.uk>

Login to see which appointments are available and select one that is convenient for you.

To log in, you will need:

- Your first name and surname (*these must match those we have on record for you*)
- Your child's first name (which must match our records), surname and date of birth

Lesmahagow High School

SchoolCloud

Welcome to the Lesmahagow High School booking system. Bookings 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		Confirm Email
<input type="text"/>		<input type="text"/>

Student's Details

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2010"/>

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The system will be live from **Wednesday 10th November (at 8am)** and will be open to take your bookings until **Monday 22nd November (at 6pm)**. However, we would encourage parents to book appointments as soon as possible as some teacher slots will fill up quickly.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient. We would recommend that you check that you have only made one appointment per subject and that you remove any core subjects that you do not require an appointment for. If you have more than one child in S3, then you only need to login once and you will be able to make appointments for all of your children.

I have included a short, helpful guide, which I would encourage you to read before logging in and making appointments.

Troubleshooting Tips - please read before booking.

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us yet, we will be expecting you to login with the details we have on record.
- You will also need to use the name of your child that we have on record, e.g. if your child's name is 'Samantha' or 'Samuel' then 'Sam' would not be recognised.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.

Further information and a short video can be found at the following link:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you are unable to book appointments at home, or require any further assistance, please call the office for help. The office can also book appointments on your behalf if you struggle with the system. We look forward to 'virtually' seeing you on Wednesday 24th November.

Best wishes,



Mr A Gray
Depute Head Teacher
Lesmahagow High School

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