

## Parents Evenings

Please be aware that only one appointment can be booked per child. When booking appointments for siblings, both children should appear regardless of which login code you use. If not please login for each child using their unique login code. Please leave at least 10 minutes between appointments with different teachers.

**Each child has a separate login code. You will have been advised of your child's login code in a separate letter. Please contact the School Office if you do not have this information.**

Details of how to access the system can be found below.

Use the following address to access the system

<http://lees.parentseveningsystem.co.uk>

This will take you to the Login area. You will be asked to enter the following Parent Details

**Parent Title, First Name, Surname & Email address (confirmation of appointments will be sent to this address)**

Please note this must be the first contact – usually the person who receives text messages from school. Details must be entered as recorded on the school system. If you have any problems please contact the school office who can advise of the first contact and the spelling of names we hold on our system.

Once Parent details have been entered you will be asked to enter your child's details as follows.

**Child's First Name, Surname and Login code as appears on this letter.**

**You will then be directed to the Bookings Page.**

**Click continue and the name of your child's teacher will appear.**

**Click continue to book your appointment.**

**Available slots will then be shown for your child. Click on the slot you wish to book – appointments will be on a first come first served basis. Messages for your child's teacher can be added at this point.**

**Click Add Appointment. Options are then available to edit/view/print appointments.**

Should you have any problems please contact the School Office on 01535 643320.

For any parents who do not have internet access, appointments can be booked for by the School Office. You will still need to provide us with the details/login required for your child.

Mr E Whitehead  
Headteacher