

## 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.