



Le Cheile Secondary School
Hollystown Road
Tyrellstown
Dublin 15
Ph: 01 8227181

17th October 2022

Dear Parent /Guardian,

The 6th Year Parent Teacher Meeting takes place on **Tuesday 25th October from 4.15pm to 6.45pm**. We are delighted to be able to hold this meeting in person.

The parent teacher meeting will give you an opportunity to meet with your child's teachers and discuss their progress. This final year of the Leaving Cert course is such an important year for your child we strongly encourage all parents to attend. Students are welcome and encouraged to join their parents at the Parent Teacher meeting. Parents can book a maximum of six appointments through our Parent Teacher Meeting Booking System.

A guide to using this booking system can be found on the back of this letter.

We would advise parents to book their appointments immediately, should you have any difficulties you can contact the school office who will be happy to help. The Booking System will close at 12.30pm on Tuesday 25th October.

If you are unable to attend please log into the system and click the 'unable to attend' tab. This will save us time following up with parents who have not made appointments.

We look forward to meeting you on the 25th October.

With every good wish,

Yours faithfully,


Ms. Leona Harrington
Principal



Ms Emer Walsh
Deputy Principal


Mr Eoin Walshe
Deputy Principal

Logging in to the Parents Evening System

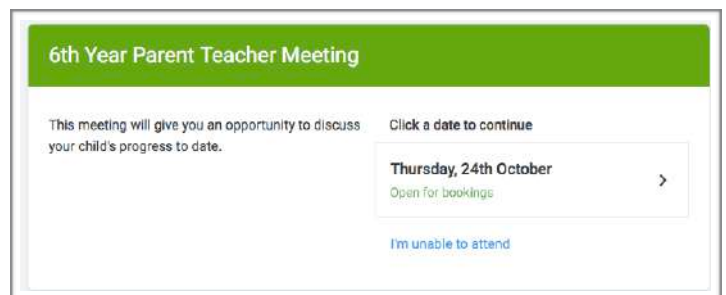
Step 1: Log onto the system at <https://lecheile.schoolcloud.co.uk/>

Step 2: Fill in your details as requested



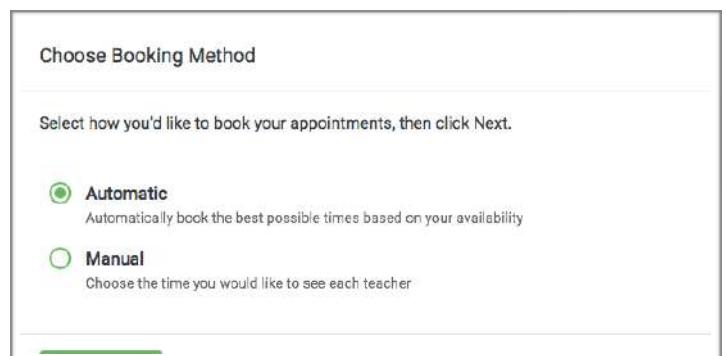
The registration form consists of two sections. The first section, 'Parent Details', includes input fields for 'First Name', 'Surname', 'Email', and 'Confirm Email'. The second section, 'Student's Details', includes input fields for 'First Name', 'Surname', and a 'Date of Birth' field with dropdown menus for month (set to 'January') and year (set to '2010').

Step 3: If you are unable to attend please click the '**unable to attend**' button otherwise click on **Tuesday 25th October**



The screen displays the title '6th Year Parent Teacher Meeting'. Below the title, it states: 'This meeting will give you an opportunity to discuss your child's progress to date.' To the right, there is a section titled 'Click a date to continue' with a date selector showing 'Thursday, 24th October' and a right-pointing arrow. Below the date selector is a link that says 'Open for bookings'. At the bottom of the screen, there is a blue link that says 'I'm unable to attend'.

Step 4: To choose your booking method click on **Manual**, this will bring you to list of your child's teachers. Click the **Continue to Book Appointments** tab



The screen is titled 'Choose Booking Method'. It instructs the user to 'Select how you'd like to book your appointments, then click Next.' There are two options: 'Automatic' (selected with a radio button) and 'Manual' (unselected with a radio button). The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'.

Step 5: The teachers and their free slots are now available for you to choose your preferred times. The system will only allow you to book six appointments.



The screen displays a list of eight teachers, each with a green checkmark in a box to their left. The teachers and their subjects are: Ms L Collins (RE), Ms N Coughlan (Biology), Ms I Heavey (Economics), Mr B McCann (Accounting), Ms J Moynihan (Spanish), Ms K O Reilly (Irish), Ms M O Shea (Maths), and Ms E Stanley (Tutorial). Below the list is a blue link that says 'Add Another Child'. At the bottom of the screen is a green button that says 'Continue to Book Appointments'.