

14 February 2018

Dear Parent/Carer

Online Appointment Booking
S4 Parents' Evening Wednesday 21st of February 4-6pm

I would like to invite you to attend our Parents' Evening on Wednesday the 21st of February at 4pm. This is an important evening and provides you with an opportunity to speak with teachers regarding your Young Person's progress in their classes.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from **Thursday 8th February 2018** and will close at 12 noon on the day of the Parents' Evening. Should you wish to make any changes after this date please contact the school office.

Please visit <https://<Web Address>.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Parent's Details:

Student's First Name:

Student's Surname:

Student's Date of Birth:

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

L.McPhillips
Headteacher