

BOROUGHMUIR HIGH SCHOOL EDINBURGH

Boroughmuir High School
Viewforth
Edinburgh
EH10 4LR
Telephone: 0131 229 9703
Fax: 0131 228 9185



Email/website
admin@boroughmuir.edin.sch.uk
www.boroughmuir.edin.sch.uk

David C Dempster BSc SQH
Head Teacher

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Dear S4 Parent/Carer

Our next event for S4 parents is on **Wednesday 17 January 2018** from 4.30pm to 7pm.

Go to <http://www.parents-booking.co.uk/boroughmuir>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

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

You will need:

- Your title and surname (*these must match those we have on record for you ie **main contact***)
- Your child's first name, surname and date of birth

The system is live from **Monday 8 January 2018 at 6pm** and will be open to take your bookings until **Sunday 14 January at 12 midnight**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

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, we will be expecting you to login with the details we have on record
- 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
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children

If you are unable to book at home, please phone the school office from Tuesday 9 January to Friday 12 **between 2pm – 3.30pm** and a member of staff will be happy to help you. We look forward to seeing you on Wednesday 17 January 2018.

Yours faithfully

David C Dempster
Head Teacher