

BOROUGHMUIR HIGH SCHOOL EDINBURGH

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David C Dempster BSc SQH
Head Teacher

December 2019

Dear S4 Parent/Carer

S4 Parents' Consultation Evening Thursday 16 January from 4.25pm 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 i.e. main contact*)
- Your child's first name, surname and date of birth

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

In the event where you have been unable to make an appointment for the S4 evening there may be an appointment available on the S4/5/6 parents' evening on Thursday 6 February, 4:25-7pm.

Please note that Ms Nisbet will not be attending the S4 Parents' Consultation. If you would like a meeting with Ms Nisbet, please contact her through the school office.

If you would like to request an appointment during the S5/6 evening, please email using the 'school feedback' button on the parents' evening booking system giving pupils name, teacher and subject. Please note that these appointments should be requested before the S4 evening closes on the 12 January. We will contact you between the 3 and 5 February to confirm any available appointments. **Capacity is limited and if you do not hear from us you have not been allocated an appointment.**

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 log in, 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

Yours faithfully,

David C Dempster
Head Teacher