

# BOROUGHMUIR HIGH SCHOOL EDINBURGH

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[www.boroughmuirhighschool.org](http://www.boroughmuirhighschool.org)

David C Dempster BSc SQH  
Head Teacher

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January 2020

Dear S5/6 Parent/Carer,

## S5/6 Parents' Consultation Evenings

- Hartington and Leamington: Thursday 6 February from 4.25pm to 7pm
- Montpelier, Viewforth and Westhall: Wednesday 19 February from 4.25pm to 7pm
- S5 Course Choice Evening Thursday 27 February from 7:30pm to 8:15pm

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.**

Log in to see which appointments are available and select one that is convenient for you. Please note appointments are available with our careers adviser, Lou Murphy. If you are making an appointment to meet with Lou can you please indicate what you would like to discuss in the comments box.

### 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

For the Parents' Evening on 6 February, the system is live from **Monday 27 January at 6pm** and will be open to take your bookings until **Sunday 2 February at 12 midnight**

For the Parents' Evening on 19 February, the system is live from **Monday 10 February at 6pm** and will be open to take your bookings until **Sunday 16 February 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 log in 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 log in 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