

BOROUGHMUIR HIGH SCHOOL EDINBURGH

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David C Dempster BSc SQH
Head Teacher

November 2016

Dear Parent/Carer

S1 Parent Consultation Evening Thursday 1 December 2016 and New Online Booking System

Parents/Carers will have an opportunity to meet teachers of S1 pupils on **Thursday 1 December** from 4.30pm-7.00pm to discuss how pupils have settled in and their progress so far.

This year we have introduced a new online booking system for all parents' evenings.

Instructions are on the reverse of this letter. As pupils in S1 study a wide range of subjects, it will not be possible for all parents/carers to meet with each of your child's teachers. Using instructions on reverse please make Individual Appointments with the teachers you wish to see. It may be useful to use your child's recent tracking report as a guide.

If an appointment is not available, you are welcome to contact your child's Guidance teacher or the Curriculum Leader of the subject directly by emailing the school office at admin@boroughmuir.edin.sch.uk or by telephoning the school on 229 9703.

Parents should access the school through the main door where they will be met by senior pupils who will direct them to the 2nd floor. Please note that a bell will sound at 7pm to mark the end of the Parent Consultation Evening.

Please also note that car parking at school is very limited and you are encouraged to use public transport wherever possible.

I look forward to meeting you at the S1 Parents' Consultation Evening. If you have any queries meantime, please do not hesitate to contact me or your child's Guidance Teacher.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Presly', written in a cursive style.

Ms J Presly
Depute Head Teacher S1/S2

November 2016

Dear S1 Parent/Carer

We have organised a new online booking system for all our parents' evenings. We are confident that this will provide a more convenient and reliable way for you to make appointments. The upcoming S1 parents' evening is on **Thursday 1 December from 4.30pm to 7pm.**

Please 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

Note you must use:-

- Log-in details must be the main contact (Parent/Carer)
- Your child's first name (known as) and surname and your child's date of birth

The system is now live and will be open to take your bookings until **29th November at 12 midnight.** You can book for Parents' Evenings as soon as you receive this letter. **Bookings will not be accepted after this date.**

Once you have logged in, you must click on [Make Individual Bookings](#) to make your appointments with the teachers you wish to see. You must leave 5 minutes between appointments to ensure you have enough time to get from room to room. Please DO NOT use the Automated Booking Wizard on this occasion.

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, 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 **between 2pm – 3.30pm** and a member of staff will be happy help you. I hope your experience of using this new system is positive and I look forward to seeing you on 1 December.

Yours sincerely



David C Dempster
Head Teacher