

BOROUGHMUIR HIGH SCHOOL EDINBURGH

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David C Dempster BSc SQH
Head Teacher

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Dear S4 Parents/Carers

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 parents to make appointments. The upcoming S4 parents' evening is on **Wednesday 18 January 2017 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 on Tuesday 10 January to Monday 16 January at 12 midnight. You can book for Parents' Evenings as soon as you receive this letter. **Please note that you will not be able to book any appointments after Monday 16 January.**

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. You will be asked to enter your availability and choose which teachers you want to see before being shown the most efficient order for visiting those teachers on the night.

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. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

If you are unable to book at home, please phone the school office from Tuesday 10 January to Monday 16 January **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 18 January 2017.

Yours faithfully

A handwritten signature in black ink, appearing to read 'David C Dempster', written over a light blue horizontal line.

David C Dempster
Head Teacher