



Portlethen Academy
Bruntland Road
Portlethen
Aberdeen AB12 4QL
Telephone 01224 782174
Fax 01224 782076
portlethen.aca@aberdeenshire.gov.uk
www.portlethenacademy.aberdeenshire.sch.uk

1 March 2019

Dear Parent/Carer

The S1 Parents' Evening is on **Wednesday 13 March from 5pm – 7pm**

We have organised a new online booking system for our parents' evenings.

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

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

You will need to enter:

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

The system will be live from **7.00 pm** on **Sunday 3 March** and will be open to take your bookings until **10pm** on **Monday 11 March**. You will be able to login out with these times but will not be able to book appointments.

Please note, *appointments may book up very quickly in some subject areas. Where teachers are responsible for more than one S1 class it is unfortunately inevitable that they will not be able to see all of the pupils they teach.*

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 states there is an error when you login, it will not be the email address that is the problem
- If you have more than one child 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 call into the office for assistance.

Best wishes



Mr T Liversedge
Depute Head Teacher