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17 January 2020

Dear parent

The S3 Parents' Evening is on **Tuesday 4 February from 5pm – 7pm**

Appointments for our Parents' Evenings are now booked online.

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 **6pm on Sunday 19 January** and will be open to take your bookings until **10pm on Sunday 2 February**. 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 S3 class it is unfortunately inevitable that they will not be able to see all of the pupils they teach. We would suggest that parents only book appointments for subjects where they need to discuss performance or have queries relating to S4 subject choices.*

**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