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7 November 2018

Dear parent

We have organised a new online booking system for our parents' evenings. We have **two** parents' evenings this month for **S4/5/6** pupils as follows:

- **Thursday 22 November 5pm – 7pm**
- **Tuesday 27 November 5pm – 7pm**

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

Login to see which appointments are available and select one that is 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 is live from **8am** on **Thursday 8th November** and will be open to take your bookings until **10pm** on **Tuesday 20th November**.

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 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 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

If you are unable to book at home, please call into the office for help.

Best wishes



Mr T Liversedge
Depute Head Teacher