



Portlethen Academy
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7 January 2019

Dear parent

The S2 Parents' Evening is on **Tuesday 29 January 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 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 will be live from **8am on Tuesday 15 January** and will be open to take your bookings until **10pm on Sunday 27 January**.

**** Please note that on the evening there will be 3 information sessions on choosing subjects for S3 at the following times:**

4.30 – 5.00 pm
6.00 – 6.30 pm
7.00 – 7.30 pm

You can attend any one of the 3 sessions but if you want to attend the 6.00 pm session then please ensure you do not make any appointments between 6.00 and 6.30 pm. **

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 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 help.

Best wishes



Mr T Liversedge
Depute Head Teacher