

1 November 2017

Dear Parent/Carer

We have organised for a new online booking system for our parents' evenings. Our next event is on **Tuesday 7 November and Wednesday 15 November 2017** for all S4 – 6 pupils. (Please note that you do not need to attend both days. Please choose the most convenient date).

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

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.

Please login to see which appointments are available and select the ones that are convenient for you.

You will need:

- Your title 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 **2 November 2017** and will be open to take your bookings until **15 November 2017 at 3.25 pm**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient.

Troubleshooting Tips - please read before booking!

- Only the parent marked as the 'main contact' with the school will be able to login. If this does not suit, please contact the school office for alternative arrangements.
- 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*

Please be aware that there is a limited amount of appointment times for teachers and the system will fill these on a first come first serve basis. If, however there is a particular member of staff that you wish to see that is unavailable, please contact the school office and we will attempt to find an alternative appointment time.

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

Yours sincerely



Mr Stephen Kelly
Headteacher