



21st November, 2016

Bell Baxter High School

Dear Parent/Carer,

S1 Parents' Evenings:

Classes 1.01 to 1.08 - Thursday 8th December 2016, 5 pm – 8 pm

Classes 1.09 to 1.14 - Monday 12th December 2016, 5 pm – 8 pm

We look forward to welcoming you to your first Parents' Evening at Bell Baxter High School. We hope that by arranging an evening at this time of year you will have the opportunity to talk to teachers about how your child is settling into her/his new courses.

Parents' Evening at secondary school is based on a system of 5 minute appointments with individual subject teachers, we place all teachers in a central location to help you move between appointments. Teachers have a two hour commitment during the three hour event with some faculties being 5 – 7 p.m. and others 6 – 8 p.m.

Our online system allows parents to book appointments with subject teachers at times suitable to you and the teacher. The attachment to this email explains how to access the system and make appointments. **For those parents without internet access please contact the school and a member of the admin team will do this on your behalf.**

The online system will open on Friday 25th November for both evenings

<https://bellbaxter.parentseveningsystem.co.uk/>

The system will close at the following times:

Classes 1.01 to 1.08 on Tuesday 6th December at 9.00 a.m.

Classes 1.09 to 1.14 on Thursday 8th December at 9.00 a.m.

Most pupils have up to fourteen subject teachers however, we would ask that parents prioritise the appointments they wish to make.

To support the smooth running order of the evening we would ask that you:

- Check the displayed appointment sheet which will clearly show the running order for the teacher's appointments.
- Wait in the seated area allocated to the teachers you wish to see.
- Remain seated until the teacher calls you to your appointment.

Prefects will be available to help you throughout the evening. Members of the Parent Council will also be present.

If you are using the car park at Carslogie Road, please ensure that the bays designated for disabled drivers are kept free, unless you are disabled. Overflow parking is available at the back of the building via the bus bays. If you have a specific disability and require assistance on the evening, please contact us prior to the evening.

If you wish to check on any point of detail please contact the school and ask for Ms Sylvia Docherty.

A full Pupil Report will be issued in May 2017.

Yours faithfully,

Mr M. Gibbons
Depute Rector