



9<sup>th</sup> February, 2017

**Bell Baxter High School**

Dear Parent/Carer,

**S2 Parents' Evenings:**

**Classes 2.01 to 2.06 - Thursday 23<sup>rd</sup> February 2017, 5 pm – 8 pm**

**Classes 2.07 to 2.14 - Wednesday 1<sup>st</sup> March 2017, 5 pm – 8 pm**

We look forward to welcoming you to the forthcoming Parents' Evening when you will have the opportunity to talk to teachers about how your child is progressing in her/his courses prior to making course choices for S3. A progress report will be issued on Monday 13<sup>th</sup> February, 2017 at assembly.

Parents' Evening 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 present from 5 – 7 p.m. and others from 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.**

This year we have added our two Careers Advisors from Skills Development Scotland to the booking system. They will be available for extended appointments compared to the standard 5 minute appointments. There will be limited availability of appointments on the evening however, they are available during school hours.

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

**Classes 2.01 to 2.06**

**The system will open on Saturday 11<sup>th</sup> February and close on Tuesday 21<sup>st</sup> February at 9.00 a.m.**

**Classes 2.07 to 2.14**

**The system will open on Saturday 18<sup>th</sup> February and close on Monday 27<sup>th</sup> February at 9.00 a.m.**

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

To: /

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

- Sign in with our prefects in the staffroom.
- 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. Pupils will be located in the conference room offering information regarding My World of Work. Members of the Parent Council will be present in the staffroom along with a tea/coffee service provided by The Lighthouse.

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,

Ms K. Manders  
Depute Rector