



23rd January, 2017

Dear Parent/Carer

S3 Parents' Evening
Wednesday 8th February 2017 (5.00 p.m. to 8.00 p.m.)

We look forward to welcoming you to the forthcoming S3 Parents' Evening. You will have the opportunity to talk to teachers about how your child is progressing in her/his courses. The full report was issued earlier this month.

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 5 – 7 p.m. and others 6 – 8 p.m.

The Parents' Evening will be organised wholly on an appointment basis. We use an online booking system allowing parents to make appointments with subject teachers. Attached are instructions on how to access the webpage and make appointments. **For those parents without internet access please contact the school as soon as possible and a member of the admin team will do this on your behalf.**

This year we have added our two Careers Advisers from Skills Development Scotland to the booking system. They will be available for 15 minute 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.

The online booking system will be open for appointments on Saturday 28th January

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

The system will close at 9 a.m. on Monday 6th February.

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

- Sign in with prefects in the staffroom and sign out at the end of your appointments
- 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.

Yours faithfully,

Mr B Harris
Depute Rector (S3)