



Bell Baxter High School

31st October 2016

Dear Parent/Carer,

Senior Parents' Evenings

National courses – Wednesday 16th November 2016 5 pm – 8 pm

Higher/Advanced Higher courses – Monday 21st November 2016, 5 pm – 8 pm

We look forward to welcoming you to the forthcoming Parents' Evening. You will have the opportunity to talk to teachers about how your child is progressing in her/his certificate courses. An interim report was issued at the end of last term.

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 and a member of the admin team will do this on your behalf.

The online system will open on Saturday 5th November for both evenings

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

The system will close at the following times:

National courses on Monday 14th November at 9.00 a.m.

Higher/Advanced Higher on Friday 18th November at 9.00 a.m.

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

- Sign in with our prefects in the staffroom on arrival and sign out when leaving the building.
- 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.

Carslogie Road, Cupar, KY15 4HY Tel: (01334) 659459
bellbaxterhs.enquiries@fife.gov.uk
Philip A Black, B.Ed, M.Ed, SQH, Rector



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 February 2017.

Yours faithfully,

Mr M. Gibbons - S4
Ms K. Manders - S5
Mr B. Harris - S6
Depute Rectors.

Enc.