



Education Resources: Executive Director, Mr Tony McDaid
Duncanrig Secondary School: Head Teacher, Mrs Lyndsay McRoberts

24 October 2019

S1 Parents Evening Monday 4th November 2019

Dear Parent/Carer

As you may be aware, we use an online booking system for our Parents Evenings. The online system makes it possible for parents to have more control over their appointments by giving them the facility to make the bookings online. The process for parents is straightforward:

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

Login to select the relevant Parents Evening, see which appointments are available and select those that suit you.

You will need:

- Your child's legal first name, legal surname and date of birth.

The system is live from **28th October at 08.00** and will be open to take your bookings until **3rd November at 21.00**.

If you do not have access to the internet please instruct your child to go to their Pupil Support teacher tomorrow morning to collect a printed booking sheet to bring home. I would advise you to complete this as quickly as possible as other parents will be accessing teachers' appointment sheets electronically. Once the printed sheet is returned to the School Office, it will be entered manually. If your slots are already gone, you will be notified.

Troubleshooting Tips - please read before booking!

- 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 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.
- Advice and guidance can be found in the online tutorials shown at the top of the login screen.

Yours faithfully

Lyndsay McRoberts
Head Teacher