



Banchory Academy

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Rector: Judith Wight

27th November 2018

Dear Parent/Carer,

We have organised a new online booking system for our parents' evenings. Our next event is on **Wednesday 12th December 2018** for **S4 pupils**. Appointments will be held in the Games Hall and PFR.

Please go to <http://www.parents-booking.co.uk/banchoryacademy>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work.

You will need to enter:

- Your forename and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from **Friday 30th November at 6pm** and will be open to take your bookings until **Monday 10th December 11.55pm**.

Please note, due to unforeseen circumstances, Miss Smith (Mathematics) will be unable to attend S4 Parents' Evening, so you will be unable to book Maths slots once logged in. If you have any concerns about your child's progress, please contact either the Principal Teacher of Subject or Guidance.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers, and asked to enter your availability. The wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner. If you don't wish to use the Automated Booking Wizard, you can choose to select by Subject, and make appointments individually.

Parents' Evening is a good opportunity to meet with your child's Guidance Teacher to have an overview of their progress and wellbeing in school, and to discuss any queries or concerns you may have – appointments can be made via the system in the same manner as for Subject Teachers.

We would like to meet as many S4 parents as we can at the forthcoming Parent's Evening, however as in previous years due to staff/class ratios, this unfortunately may not always be possible. Where you have been unable to make an appointment with your son/daughter's teacher and you have concerns about their progress, please contact either the Principal Teacher of Subject or the Principal Teacher of Guidance.

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 surname, for example, 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
- If you have several children to make bookings for, and decide not to use the Booking Wizard but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children
- Instructions are overleaf, and Guides are available on our website www.banchoryacademy.co.uk

If you are unable to book at home, please call the office for assistance.

Yours faithfully,

Judith Wight
Rector