



Banchory Academy

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www.banchoryacademy.co.uk

Rector: Judith Wight

11th December 2018

Dear Parent/Carer,

We have organised a new online booking system for our parents' evenings. Our next event is on **Wednesday 16th January 2019** for **S3 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 be asked to enter a Username and Password to access your child's booking schedule – these will be sent to you **by Friday 14th December** by email to the email address we hold on record for you. (Please check your junk folder in case the message is delivered there). Once logged in you will be asked to set your own password. If we do not hold an email address for you, please contact the school for your log in details. If you have changed your email address but not yet advised the school, please email banchoryacademycontacts@aberdeenshire.gov.uk with the heading 'Email Amendment'.

The system is live from **Monday 17th December at 6pm** and will be open to take your bookings until **Tuesday 8th January 2019 11.55pm**.

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.

Please note that due to staffing issues, we are unable to offer appointments for Ms McIntosh's English class. If you have any concerns about your child's progress in this Subject, please contact either the Principal Teacher of English or Guidance.

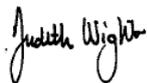
Parents' Evening is a good opportunity to meet with your child's Guidance Teacher to have an overview of their progress and wellbeing in school, and to discuss any queries or concerns you may have – appointments can be made via the system in the same manner as for Subject Teachers.

We would like to meet as many S3 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.

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

Parents Evening Online Booking System - INSTRUCTIONS



1. Navigate to the Parents' Evening Booking System:-
<http://www.parents-booking.co.uk/banchoryacademy>
2. Use the Username and Password issued to log in. (Sent by email to your inbox)
3. Once logged in, decide whether you need to make bookings individually, or using our Automated Booking Wizard (best if you have a number of bookings and students to make bookings for).
4. Select your preferred booking method (making sure you are in the correct parents' evening) and follow the relevant instructions below:

Automated Booking Wizard

1. Select the teacher you wish to book. You can press '**Select All**' to select all options
2. If you have a second child to make bookings for then select their tab and repeat the teacher selecting process
3. Proceed to the bottom of the page and specify your personal availability, then press '**Make My Bookings for Me**'

NOTE: If the wizard replies that bookings are '**not feasible**', you have not left enough time and need to reduce the number of teachers or increase the amount of time you're available.

4. You will now see a list of your booking suggestions. A short, one or two word comment to the teacher can be made if desired.
5. Press **Confirm** to confirm these appointments as your bookings
6. Press **Print** or **E-Mail** to initiate your confirmation.

Individual Bookings:

1. Scroll down until you see the booking table. Above it are the departments and teachers which are available to you.
2. Select the **department**, then **teacher**, and click on an **available time** to make a booking. When you selected a time, you're able to add any issues or comments for the teacher to take note of before the appointment.
3. Repeat this process, making bookings for all of the teachers you need to.
4. If you need to cancel or rearrange an appointment, click on the correct department and teacher, then click on the green appointment to change it.
5. If you need to make bookings for another child, scroll to the top of the page. In the top left corner you should see a '**Make a Booking for Another Child**' icon. Click this. If there is no icon, the software does not recognise that you have multiple children. This just means that you'll need to log out and log back in again using the other child's details.
6. Once you have made all of your bookings, click on either **E-Mail** or **Print my Appointments**.

NOTE: Appointments are saved when they are made, so you don't have to e-mail or print to 'save' them, but doing so will provide a confirmation with further information, including rooms and instructions from the school.