



Dear Parent/Carer

20<sup>th</sup> February 2017

**S2 Parents' Consultation Evening Tuesday 28 February 2017 4.30 – 7.00pm and New Online Booking System**

Parents will have an opportunity to meet teachers of S2 pupils on **Tuesday 28 February 2017** from 4.30-7.00pm to discuss progress at this stage of the school year.

**We are introducing a new online booking system for all parents' evenings.** This system is already in use in a number of other Edinburgh secondary schools and has been very well received as it makes the appointment booking process much more straightforward. Please find a letter and instructions for this on the reverse and do please remember to let us know of any changes to email addresses.

Please note that, due to the size of the school, it is highly unlikely that you will be able to book appointments for all of your child's teachers so you may wish to prioritise. Teachers often teach more than one S2 class and it is therefore not possible for appointments to be made for all parents.

If an appointment is not available, you are welcome to contact your child's Pupil Support Leader or the Curriculum Leader of the subject directly by emailing the school office at [admin@portobello.edin.sch.uk](mailto:admin@portobello.edin.sch.uk) or by telephoning the school on 669 2324.

Parents should access the school through the main door (off Milton Road) where they will be met by senior pupils who will assist with signing in and directions. Please note that a bell will sound at 7pm to mark the end of the Parent Evening.

Car parking at the school is very limited on such evenings and you are encouraged to use public transport wherever possible. In particular, please leave the disabled parking spaces clear for use by blue badge holders – our community sports facilities are used by a Boccia Club on Tuesdays so our accessible parking spaces are at a premium.

Any families who may require to use the lifts in school due to access requirements are invited to contact us in advance so that we can make appropriate arrangements. As the lifts in the new building are key-operated a degree of planning is required.

I look forward to meeting you at the Parents' Consultation Evening. If you have any queries meantime, please do not hesitate to contact me or your child's Guidance Teacher.

Yours faithfully

Ruth McKay

Head Teacher

**PS Please also remember the Learning Pathways Information Evening with members of the Senior Leadership Team on Thursday 23<sup>rd</sup> February at 6pm for S2/3. Details of this were included in the Learning Pathways Booklet which was issued to S2 pupils recently.**

## **New Online Booking System for S2 Parent Consultation Evening – Tuesday 28 February 2017 – 4.30pm – 7.00pm**

As you may be aware, we are implementing a new online booking system for our Parent Consultation Evenings which we anticipate will be more efficient and convenient for all concerned. Our next Parents' Evening is on Tuesday 28 February for our S2 year group.

You will be able to access the new system and book appointments from **12:30pm on Wednesday 22 February 2017** until **12:30pm on Monday 27 February 2017**.

The following instructions will allow you to book appointments with your child's class teachers online.

**The first step in this process is to log in to the system with a username and password.**

**Your username will be:** Your title and surname (*these must match those we have on record for you*)

**Your password will be:** Your child's first name, surname and date of birth

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

**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. This is a common mistake on phones and tablets especially.**

Once you have successfully logged in you will be able to view your child's teachers and their available appointments. Please select an appointment time for each teacher you wish to meet.

### **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, 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, 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.

If you are unable to book appointments online, please contact the school office 0131 669 2324 and our office staff will be happy to assist.

I hope your experience of using this new system will be positive and look forward to seeing you at Parents' Evening