



Education Resources
Executive Director **Tony McDaid**
Head Teacher **Richard McGowan**
Lesmahagow High School

Our ref:

Your ref:

If calling ask for: Mr Parry

Phone: 01555 896010

Date: 04 May 2018

Dear Parent/Guardian,

As you should be aware, the S1 Parents' Evening takes place on Tuesday, 22nd May 2018 from 4.30pm until 6.30pm.

Throughout academic session 2017/18, we are also piloting a new online booking system for all of our parents' evenings. Please follow the steps below to book your appointments online rather than asking your children to organise times with their teachers.

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

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.

Login to see which appointments are available and select one that is convenient for you.

You will need:

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

The system will be live from **Fri 4th May (at 1pm)** and will be open to take your bookings until **Fri 11th May (at 10am)**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient.

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

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to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.*

If you are unable to book appointments at home, please call into the office for special help. The office can also book appointments on your behalf if you struggle with the new system. We look forward to seeing you on Tues 22nd May and will be seeking your views on the new system being used.

Best wishes,

Mr G Parry
Depute Head Teacher
Lesmahagow High School

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