Dear Parent/Carer,

**S4 PARENTS EVENING TUESDAY 11th JANUARY**

Due to the ongoing pandemic restrictions we find ourselves facing, we are currently unable to hold face-to-face parents evenings within The Robert Burns Academy. We hope restrictions ease moving forward, however in order to be proactive, we are planning on using a virtual parents’ evening platform in the absence of face-to-face meetings this term. We have already trialled this successfully for our S5/6 pupils. Our second event will now be for S4 parents on Tuesday 11th January, 17.30 – 19.30.

I hope the information below provides you with sufficient information in in terms of a system overview and the logistics of accessing appointments etc.

**OVERVIEW OF THE SYSTEM**

Please see attached video – this gives a high level overview of how the system operates and I’m sure you will agree it is very slick and user friendly - <https://parents-booking.com/video/>

**CONVERSATIONS WITH TEACHERS**

As always, time is limited to five minutes per appointment. We want to ensure you receive the best possible feedback in terms of your child’s current attainment level, skills development and next steps in learning. Unfortunately there will be limited time for informal conversations as we want to ensure we use the five minutes to give you the best possible academic feedback for your child.

There will be no access to book Principal Teacher of Guidance or Depute Head Teacher appointments on the night as they are class committed. However if you would like to speak with a member of your child’s House team please feel free to call / email the school and this can be organised.

Our Support for Learning department have also been working closely with pupils, parents and carers regarding additional support needs. If you need a further conversation with this department please contact the school office and ask for Miss Donnelly (Acting Principal Teacher, Support for Learning). We will be more than happy to assist.

If your child has more than one teacher for a subject, only one of these teachers will be available. We are limited for appointment slots, and this allows us to ensure parents maximise their access to teachers.

If you are unable to make an appointment with a teacher due to lack of appointment spaces, but really need to speak with them, please telephone the school and discuss with the relevant Principal Teacher of Guidance who will be happy to help.

**LOGIN/SYSTEM LOGISTICS**

Please visit the following web site - [https://parents-booking.co.uk/robertburns](http://enigma.east-ayrshire.gov.uk:32224/?dmVyPTEuMDAxJiZlODIxMzNjMzk5YWM5ZWRiMz02MTc2NzY5Ml8yODEzMl8xNzQ3Ml8xJiZmYWFmNDFkMTgyZTY1MTE9MTIyMiYmdXJsPWh0dHBzJTNBJTJGJTJGcGFyZW50cy1ib29raW5nJTJFY28lMkV1ayUyRnJvYmVydGJ1cm5z)

Once you complete the fields (e.g. your name, email, pupil details etc.) you will have access to begin booking appointments with teachers. The booking system will open at 7am on 17th December and will close at 4pm on 10th January.

If you have any questions, please contact the school office.

Yours Sincerely,

P. McGurn

Depute Head Teacher