Dear Parent/Carer,

**S2 PARENTS’ EVENING THURSDAY 17th FEBRUARY**

I am pleased to confirm that our S2 Parents Evening will take place on **Thursday 17th February from 5.00-7.00pm.**  Due to the ongoing restrictions all schools face, this evening will be held virtually using **Parent Booking**. This will allow you to engage with your child’s teachers at an important time in the school year, before they make their option choices for S3. I hope the information below provides you with sufficient information on how to use the Parent Booking system.

**OVERVIEW OF THE SYSTEM**

Please see the linked 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 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. With limited appointment slots 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 **8am on Thursday 3rd February and will close on Wednesday 16th February at 3.30pm.**

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

Yours Sincerely,

P. McGurn

Depute Head Teacher