

## Robert Burns Academy

Barony Campus, Auchinleck Road, Cumnock, KA18 1FQ

Head of Campus: Mr Peter Gilchrist

Email: peter.gilchrist@eastayrshire.org.uk

Dear Parent/Carer,

### S3 PARENTS' EVENING THURSDAY 19<sup>th</sup> MAY

I am pleased to confirm that our S3 Parents' Evening will take place on **Thursday 19<sup>th</sup> May 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 and hear about their progress before they move into S4. 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. The system is automated and will automatically close each meeting after the five minutes has elapsed.

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.

#### GUIDANCE ON BOOKING APPOINTMENTS

The linked video (see 'overview of system') gives a comprehensive overview of how to book appointments. However, please note the following:

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. For this same reason we will also only allow one booking per student to teacher. Parents from separate households are able to share the appointment details, allowing both to attend at the same time.

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 this 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>

Once you complete the fields (e.g. your name, email, pupil details etc.) you will have access to begin booking appointments with teachers. The details you use to login must match the main contact we have for your child on our system. The details must match exactly and are case sensitive. If you experience any problems logging in, please contact the school office who will be happy to assist you. The booking system will open at **8am on Tuesday 10th May and will close on Wednesday 18<sup>th</sup> May at 5pm.**

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

Yours Sincerely,

P. McGurn  
Depute Head Teacher