

## 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,

### **S4 PARENTS' EVENING TUESDAY 7<sup>TH</sup> FEBRUARY**

I am pleased to confirm that our S4 Parents' Evening will take place on **Tuesday 7<sup>th</sup> February from 4.30-7.00pm**. This evening will be hosted in The Robert Burns Academy, and will allow you to engage with your child's teachers and hear about their progress at this key stage of the school year.

Parents and carers should make their way to the main reception of the campus where they will be asked to sign in and sign out when leaving. Pupils and staff will be on hand to direct you to where the appointments will be held. To ensure appointments start promptly we kindly ask that you arrive at the reception **ten minutes** before your first appointment.

#### **CONVERSATIONS WITH TEACHERS**

Many of our teachers have more than one S4 class which means each appointment slot is limited to five minutes. 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.

Our Support for Learning department have also been working closely with pupils, parents and carers regarding additional support needs and a member of staff will be in attendance to assist with any questions you may have.

#### **GUIDANCE ON BOOKING APPOINTMENTS**

Appointments must be made by parents / carers through the Parent Booking website.  
**(Details on how to use this website can be found overleaf)**

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 alert the Principal Teacher of Guidance or Depute Head Teacher from your child's house, who will be will be in attendance.

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

Yours Sincerely,



P. McGurn  
Depute Head Teacher

## **PARENT BOOKING- HOW TO LOGIN AND BOOK APPOINTMENTS**

Please see the linked video – this gives a high level overview of how the system operates. Note: We are only using this system to book appointments, all appointments will be face to face in the school, teachers will not be able to speak to you via video call if you are unable to attend in person.

<https://parents-booking.com/video/>

**To login** 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 31st January and will close on Tuesday 7th February at 10am.**