

Contact: Pauline Ferguson

24 February 2016

Dear Parent

Parent Interviews - Online Appointment Booking

Wednesday 16th and Thursday 17th March

I would like to invite you to attend our Parent Interviews on Wednesday 16th or Thursday 17th March. The interview is designed to give you an opportunity to meet your child's class teacher, review and discuss their progress this term and read over some of their class work. At Giffnock we include your child daily in conversations about their learning. We share targets, comment on progress and agree next steps. As part of this process I would like to invite your child to join the last few minutes of your interview. This will allow your child to be further involved in the process and indeed their learning. Each interview will last approximately 10 minutes. Although we understand that you may have to bring other children to parent interviews, as a courtesy please ensure that they remain with you at all times.

The school is trialling a new intuitive and easy to use online appointment booking system (please note that this **does not include the nursery** for the moment). This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Wednesday 24th February and the booking system will close on Sunday 13th at midnight. We expect that appointments will fill up quickly and advise you to access the system as early as possible, particularly if you have more than one child.

Please visit <http://giffnock.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name
Student's Surname
Date of Birth

If you do not have access to the internet, please contact the school office.

Yours sincerely

Pauline Ferguson
Head Teacher