

Education Department

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Mearns Castle High School

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Our Ref: BO'D/JMcK/AG

Date: 6 October 2014

Dear Parent/Carer

S5/6 Parents' Meeting 6 November 2014

I am writing to remind you that our S5/6 Parents' Meeting will take place on Thursday 6 November 2014.

Following consultation with our Parent Council the school is introducing a new intuitive and easy to use online system for booking appointments for Parents' Meetings. 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. We will evaluate its effectiveness with parents following each Parents' Meeting.

Please visit <https://mearnscastle.parentseveningsystem.co.uk> or click on the link on the school website. A short guide on how to add appointments is included with this letter. A colour version can be found on the school website.

Login with the following information:

Student's First Name:	"Known As"
Student's Surname:	"Surname"
Student's Date of Birth:	"Day/Month/Year"

Appointments can be made from 20 October 2014 at 7am and will close on 5 November 2014 at 7am. Should you wish to make changes after this date please contact the school office.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Parking

The Bus Park and the laybys will be available for parking. Please note that the disabled parking bays are only for the use of parents/carers with a valid blue disabled parking permit.

You should enter by the front door that is situated at the Bus Park end of the school. Senior staff and pupils will be on hand to help you after you have registered at the front door where a location map will be provided.

Please take a seat near the teacher, who will call for you when your appointment is due. We would ask that you help us and other parents by keeping to the allocated 5-minute appointment time. If a longer discussion is required it is better to arrange that for another occasion. As this is a busy event we would prefer that you do not bring your children. If this is not possible, please ensure that they remain with you at all times.

Teaching staff will be situated in the Open Area and ground and first floors of the extension. I would ask that any parent who has a disability, which may make movement between these areas difficult, to contact the school office by 20 October to allow us to make appropriate arrangements

Representatives from the Pupil Support Team will be available to meet parents of pupils in their caseload and appointments can be requested with the Pastoral Team by turning up at the Pupil Support Base.

I will be available to discuss any issues with parents and I look forward to meeting many of you on the evening. Please feel free to introduce yourself to me and stop for a chat.

Yours sincerely

B O'Donnell
Depute Head Teacher S5

J McKenna
Depute Head Teacher S6

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