



## Bell Baxter High School

9th November, 2017

Dear Parent,

We have created a new online booking system for our Parents' Evenings appointments. Our next event is on **Monday, 20th November** for all S5/S6 Higher and Advanced Higher classes. Please use the following web address to access the appointments system:

<http://www.parents-booking.co.uk/bellbaxterhighers>

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. You will be unable to find this address by using a search engine.**

Login to see and select the appointments that are convenient for you.

### To log in you will need to enter:

- Your title (Mr/Mrs/Miss etc.) and surname (*these must match those we have on record for you*).
- Your child's first name, surname and date of birth.

The system is live as of the **11th November** and will be open to take your appointments until **11am** on the **20th November**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your parents' evening appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments.

### **Troubleshooting Tips (please read before booking!)**

- To log in, you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to log in with the details we have on record.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error message when you login, it will not be the email address causing the problem.
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children's profiles.

2.

Members of staff from Skills Development Scotland will also be available for appointments.

Please note a representative from BrightRED will be present at this evening and you will be able to purchase books at a cost of £10.

If you are unable to book an appointment at home, please contact the Main Office for further support.

Mr P Black  
Rector.