



Bell Baxter High School

22nd November, 2019

Dear Parent/Carer,

Bell Baxter High School operates an online booking system for our Parents' Evenings and I can advise that the next Parents' Evening will be on **Thursday 5th December** for all S1 pupils.

The system is live as of **Monday, 25th November at 7am** and will be open to take your appointments until **Thursday 5th December at 11am. The maximum number of appointments which can be made is ten.**

Please use the following web address to access the appointments system:

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

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.

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.

If you are unable to book at home, please contact the Main Office for some help.

Members of staff from Additional Support Needs will also be in attendance on the night and will be available for appointments. Skills Development Scotland will also be available for information.

Thank you,
Ms C Penrose
Rector

Carslogie Road, Cupar, KY15 4HY Tel: (01334) 659459
bellbaxterhs.enquiries@fife.gov.uk
Carol Ann Penrose, Rector

