

Lawhead Parent/Teacher Appointments - November 2026

Parent/Teacher Appointments will be taking place on the following dates/times:

- Tuesday 3 November 4.00pm – 7.10pm
- Thursday 12 November 4.00pm – 7.10pm

Appointments will take place face-to-face in the school hall and will last 10 minutes. You will be able to book these appointments via the [parentsportal.scot](#) app or the website [parentsportal.scot](#)

The [parentsportal.scot](#) 'Parents' Night for Primary School' booking facility for the forthcoming appointments will **go live on Friday 9 October 2026 at 4.00pm**. You will receive a system notification confirming this from 4.00pm onwards on Friday as each class is set to 'live'. If accessing [parentsportal.scot](#) via the browser, you will receive an email notification; if you are accessing [parentsportal.scot](#) via the app (best experience), you will also receive an in-app system notification.

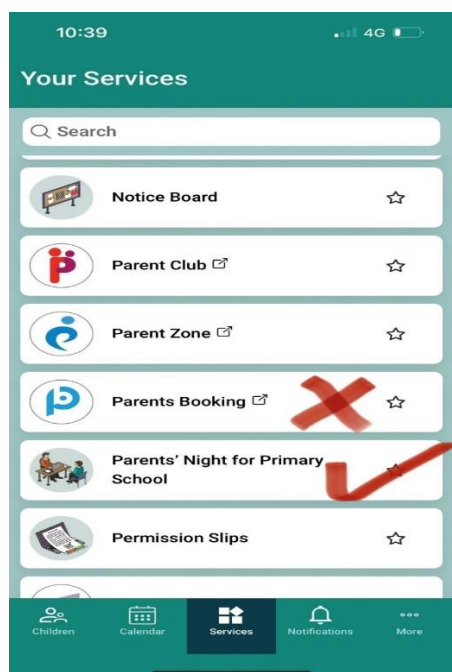
In advance of booking next week, please take a few minutes to familiarise yourself with the process for booking appointments by watching the YouTube video link below (video tutorial only available for the browser process).

The easiest way to **book the appointment** is via the notification bell within [parentsportal.scot](#)

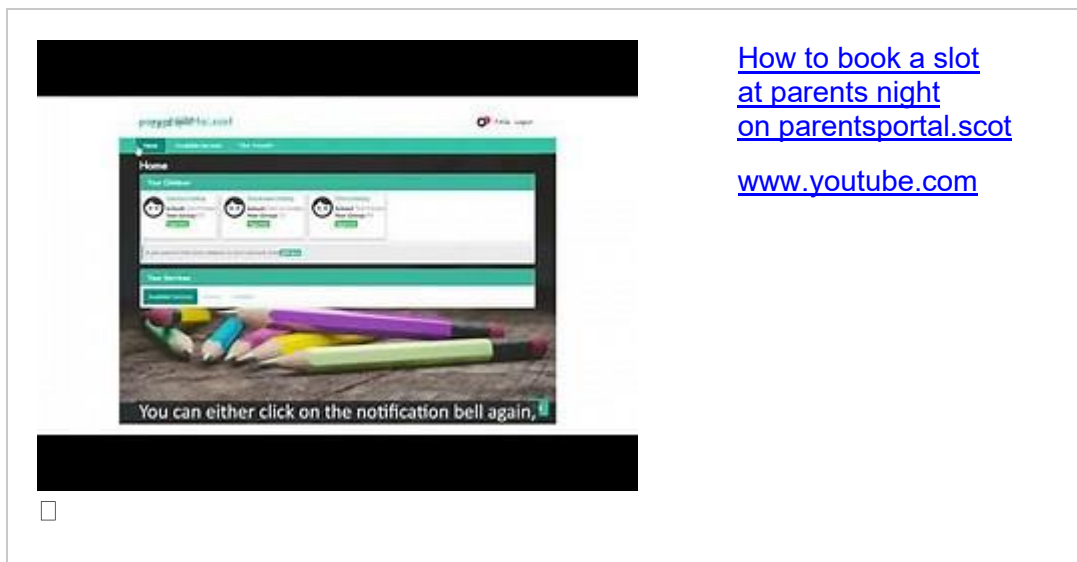
The deadline for booking appointments is **Friday 23 October**. We would appreciate it if you can book your appointment(s) at your earliest convenience, particularly if your availability is limited, to ensure that you secure the date/time you need. Please note that once the deadline for booking has passed you will no longer be able to book/amend the appointment online.

Please also note that only parents/carers registered in [parentsportal.scot](#) can use this facility **and where both the main and secondary contacts are registered, the notification will be sent to the main contact**. Where only the secondary contact is registered, they will receive the notification.

For parents/carers who are using the app, please see the below screenshot to ensure the correct service is chosen or access 'Notifications' from the app.

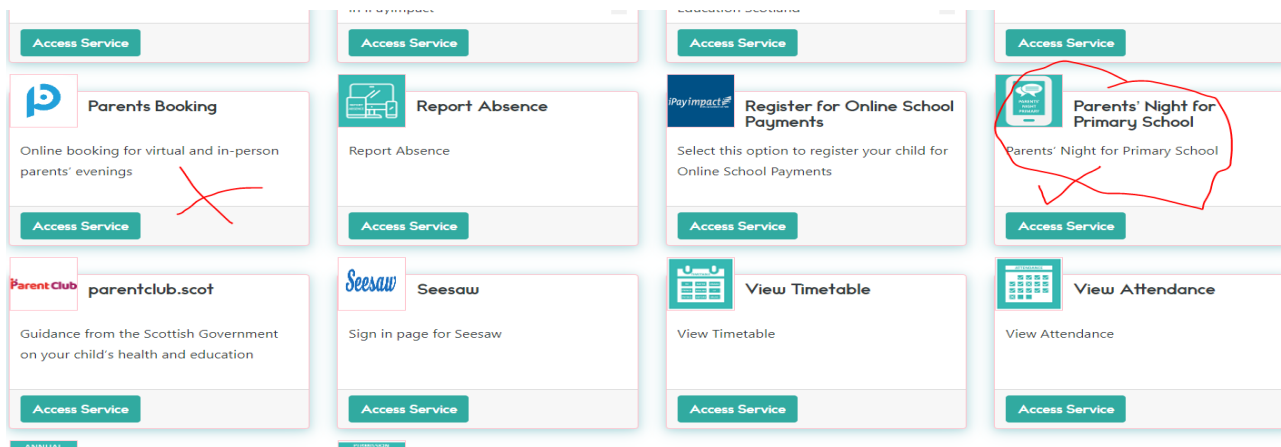


Via the browser, [How to book a slot at parents night on parentsportal.scot - YouTube](#)



In browser, please note the [parentsportal.scot](#) dashboard screenshot below which confirms the 'tile' that you should utilise if you wish to review your booking/amend your booking.

Please choose the **'Parents' Night for Primary School'** tile and NOT the 'Parents Booking' tile.



If you have any queries, please email lawheadps.enquiries@fife.gov.uk

Thank you, Tracy Greig

parentsportal.scot

Get the App!

