



# Education and Social Care

Jamus Macpherson

Rector

Keith Grammar School, School Road, Keith, AB55 5GS

Telephone: 01542 882461

Email: [admin.keithgrammar@moray-edunet.gov.uk](mailto:admin.keithgrammar@moray-edunet.gov.uk)

[www.keithgrammarschool.co.uk](http://www.keithgrammarschool.co.uk)

Laurence Findlay

Corporate Director (Education and Social Care)

Dear Parent/Guardian,

## Online parents' evening appointment times S3 Parents Evening – Wednesday 3<sup>rd</sup> February 2016 (5 – 7 pm)

We have a new online booking system for Parents' Evening. Please find details below on how to access the program. The link below must be typed into the address bar. If it is typed into a search engine it will not work. There is also a copy of these instructions on the school website.

Go to: <http://www.parents-booking.co.uk/keithgrammar>

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address, or use a 'Search Engine', as that will not work. This is a common mistake on phones and tablets especially.**

When the page loads, click on Agree.

### You will need:


Your title, Surname and \*email address (\*optional) – this must be the person who we have as the main contact on our school records


Your child's first name and legal surname

Your child's date of birth – e.g. (\*\*/\*\*/\*\*\*\*)

You will then see the list of Parents Evenings available. Select the relevant one (S3 Parents Evening). There are now two ways in which you can make your bookings either Bookings or Automated Bookings.

List of Parents' Evenings  
Click the Group that contains the Parents' Evening you want to make bookings for.  
You are logged in as Mr Alan Smith for Calum Smith, 21/03/2000

Name of Group	Parents' Evening	Date	Start	End
Autumn Term	Demo Parents' Evening <a href="#">Bookings / Automated Booking</a> 	11/12/2015	06.00 PM	09.30 PM

A new '**Automated Booking**' wizard has been added to the software. This is a new way of booking and will allow you to enter your availability and choose which teachers you want to see before returning with the most efficient way to see all these teachers. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book. Just look for this symbol: 

Demo Parents' Evening 11/12/2015

Calum Smith    Taaha Smith

Choose the teachers you would like to add for Calum Smith  
 ★ Teacher has requested meeting

Class Teacher (1 of 1 Teacher selected, No bookings)

Mr Burns  
 35  
 19 slots left at 10 minutes each    Add

English (1 Teacher, No bookings)

Maths (1 Teacher, No bookings)

Select Arrival and Departure times for the Dates you wish to attend

Friday 11 Dec 2015

Arrive    05.00 PM

Depart    09.30 PM

We'll offer the most efficient appointments based on the information you've given us, but cannot guarantee to start within these times.

Make my bookings for me

**Bookings** - You will see the Curricular Areas highlighted in Blue. Select each area to see your child's teacher. If you require an appointment for that teacher click on the time that you wish to book. Another box will appear and you are able to leave a comment about what you would like to discuss with the teacher. You may leave this blank. Click on Make Booking. Repeat with next curricular area until you have completed all your appointments. You may then either print your appointments or email them to yourself. If it is a Guidance Parents' Evening you will only see the Guidance tab under Personal & Social Education, you may also see a Careers Tab, if someone from Careers will be attending the evening.

If you need to make any changes to your appointments or cancel any you are able to go back in and make the changes.

Please remember to Log Out (Top right Hand Side) once you are finished making your appointments.

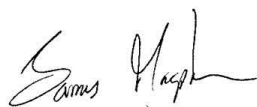
The system is live **TODAY** and will be open to take your bookings until **2<sup>nd</sup> February 2016 at 5.30pm**. You can book for Parents' Evenings as soon as you receive this letter.

**Troubleshooting Tips - Read before Booking!**

- The child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth - 12/09/2009
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem.

If you are unable to book at home, please call the office on 01542 882461 and a member of the office will be available to help you make your appointments.

Yours sincerely



James Macpherson  
 Rector