



**JAN SINCLAIR**  
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Ref: CR/SH

16<sup>th</sup> January 2020

Dear Parent/Carer

**S1 PARENTS' EVENING – MONDAY 27<sup>TH</sup> JANUARY 2020 (4.15pm – 6.45pm)**

Appointments can be made for the above Parents' Evening from Thursday 16<sup>th</sup> January 2020 at 5.00 pm. Please visit <http://www.parents-booking.co.uk/forresacademy> to book your appointments. Log-in with the following information: -

Pupil's First Name: e.g. Anne  
Pupil's Surname: e.g. Smith  
Date of Birth: e.g. 23/01/2003

The online booking system will close for this particular Parents' Evening on Monday 27<sup>th</sup> January at 9.30 am. Should you wish to make any changes after this date please contact the school office.

The site also requires your title, surname and email address to allow a confirmation email to be sent to you. Once you have logged in, using the name given to the school as the first contact name, we suggest you use the "Automated Booking Wizard". If the "wizard" does not leave you enough time between appointments, these can be edited individually by clicking on the edit button next to the appointment time. If you do not have access to the internet, please telephone the school office. The staff there will add appointments on your behalf and will send them to you.

Car parking is available at the new front entrance to the school. Upon arrival you will be asked to sign in under the name of your son/daughter.

We look forward to seeing you on Monday 27<sup>th</sup> January.

Yours sincerely

**Cath Reilly**  
**Depute Head Teacher**