

Our ref: BH/AM
Your ref:
Contact: Bernadette Hunter
Date: 8th February 2019
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Whitelees Primary School
Whitelees Road
Abrohill
Cumbernauld
G67 3NJ

Head Teacher: Mrs Bernadette Hunter

Dear Parent \Carer

PARENTS EVENING - THURSDAY 7TH MARCH 2019

Parents Evening will be held on Thursday 7TH March 2019. As before appointments can be made online only and available slots will be visible when you log in. Log onto <http://www.parents-booking.co.uk/whiteleesprimary>. 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.

Login to see which appointments are available and select one that is convenient for you.

You will need:

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

The system will be live from 19th February at 6.00pm and will be open to take your bookings until 5th March at 6.00pm. Appointment times will be available when you log on.

Troubleshooting Tips - please read before booking

- To login 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 login 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 when you login, it will not be the email address that is 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.

Our office staff are here to offer any help and guidance.

Yours sincerely

BERNADETTE HUNTER
Head Teacher