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Dear Parent/Carer

**parentsportal.scot**

Further to our recent communications, we are now in a position to officially launch [parentsportal.scot](http://parentsportal.scot) to you.

You can access the site by going to [parentsportal | parentsportal.scot](http://parentsportal.scot) On signing up to the portal, you will be able to link to your child's account which will then provide you access to the following services:

- View your child's teacher reports as soon as they are published
- Complete Annual Data Checks – allowing you to update your contact details and child's medical information
- View your child's weekly in school timetable
- Apply for Free School Meals, School Transport and Educational Maintenance Allowance
- PKC Instrumental Music Service information and application forms

Please note this service is currently only available to Primary and Secondary children. In order to link to your child, the data you provide during the sign-up process must match the most up-to-date data that we hold in school: at the bottom of this letter we have provided a couple of troubleshooting points to assist with this.

In order to register, first you will need a MyPKC account. Here is a video to assist: [Setting up a MyPKC account](#). Once you have a MyPKC account, please visit [parentsportal.scot](http://parentsportal.scot) to register. You will first create a link to your child and then, after the school has confirmed this link, you will have access to the above points. Here is a video explaining this process: [Intro video for ParentsPortal](#). We have also attached a FAQ guide for assistance.

We hope that [parentsportal.scot](http://parentsportal.scot) and its services will become an integral part of you and your child's school experience.

Yours faithfully

**Rhona Munro**  
**Business Manager**

- When signing up, you must use the email address that we have on file and use to communicate with you.
- The site asks for you to enter your child's forename, middle name and surname. However, we have noticed that when a child's middle name is entered the system does not recognise you child: therefore, you need only enter the forename and surname.
- For more information, helpful hints and FAQs please go to the [parentsportal](#) section on our website: [ParentsPortal - Breadalbane Academy](#)

