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Dear Parent/Carer

Parent Contact Meetings

Our second parent contact meetings this session are taking place later this month. During the ten-minute appointment you will be able to discuss your child's progress with their class teacher/group leader. Due to limitations on the number of appointments, parents should only book one appointment to see their child's teacher/group leader. Appointments will be made on a first come, first served basis.

Nursery appointments

Nursery appointments are being held in the week beginning 13th March. Parents should indicate on the sign-up sheets in nursery when they would like their appointment to be.

Primary appointments

Primary appointments will take place on Wednesday 15th and Thursday 16th March between 4.30pm and 7.00pm. Pupil work will be available for you to look at before or after the appointment. All meetings will take place in school as face-to-face appointments, unless parents request them to be a telephone appointment.

The secondary department are using a platform called Parents' Booking to set up parent appointments; this is now being extended to primary parents. The booking system will open on **Saturday 4th March**. When this opens, you will receive an email from breadalbane@pkc.gov.uk with instructions on how to login and make appointments. **Please check your SPAM/JUNK email folder if you do not receive this email in your inbox.**

The booking system will **close at 5pm on 13th March**. We cannot take any further requests after this deadline.

Mrs Peters, Sky Room teacher, is available to meet parents on 16th March. The GME P1-3 teacher, Mr Poole, is also available to meet parents on the Thursday. Due to the vacancy in GME P4-7, pupils are taught by different teachers. Mrs Jenkins met with parents in September. So that parents can get a better indication of their child's progress in Gaelic, Mrs Charnley will have discussions with the Gaelic P4-7 parents. As Mrs Charnley is unavailable for the appointment times, information regarding appointments will be shared next week. Any parent of GME P4-7 pupils wishing to meet Mrs Munro, Miss Wallace or Mrs Marshall should book this via the booking system.



While class teachers have an overview of any support pupils are receiving, if you wish an appointment with acting Pupil Support Teacher, Mrs Munro she is available for appointments on Wednesday evening. As part of her Acting DHT remit, Miss Wallace oversees nursery and support and is available to meet parents on either evening. Mrs Marshall is also available to meet parents on both evenings. Any parent wanting to meet Mr Devine should make an appointment for this through the office.

It is recommended that you manage your own appointments on Parents' Booking rather than the auto select option. Using auto select will give you appointments with your child's class teacher, Mrs Munro, Miss Wallace and Mrs Marshall whereas managing your own appointments means you will only make appointments for staff you want to speak to. Parents can also select how long they want between any appointments.

If you cannot make either evening in person and require a telephone appointment please communicate this via the booking system. When making a booking there is a box asking if you have any particular issues or discussion topics. Please include the telephone number you would like contacted on in this box.

When accessing the booking system parents should enter either Breadalbane or PH15 2DU in the school name or postcode box. From the dropdown menu please select Breadalbane Academy, Aberfeldy, PH15 2DU (not Breadalbane Primary School). Please note that parents need to log in for each child they are making appointments for. However, if parents log in using the same name and email address the system will not allow you to make conflicting appointments.

If you are unable to attend appointments but have an urgent concern, please let us know by emailing breadalbane@pkc.gov.uk.

Yours faithfully

Mrs V Marshall
DHT Primary