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Dear Parent/Carer,

Parent Contact Meetings

Our first parent contact meetings this session are taking place 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

Further information regarding the dates and times of nursery appointments will be shared in due course. Once the sign-up sheets are in the nursery entrance area, parents/carers are requested to sign up for a convenient time.

Primary appointments

Primary appointments will take place on Tuesday 26th and Thursday 28th September between 4.30pm and 7.00pm. Pupil work will be available for you to look at before or after the appointment. Please note that there is a Parent Council meeting at 6.30pm on Thursday therefore you may wish to request an earlier appointment time if you plan to go to the meeting.

Once again, we will use a platform called Parents' Booking to set up parent appointments. The booking system will open on **at 8pm on 19th September**. When this opens, you will receive an email from breadalbane@pkc.gov.uk with instructions regarding 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 noon on the 25th September**. We cannot take any further requests after this deadline.

Mr Shadbolt, Sky Room teacher, is available to meet parents on Thursday and will contact parents. Mr Poole, Mrs Morton and Mrs Menzies will meet with GME parents on Thursday. During this time, Mrs Morton is available to meet Gaelic parents in her capacity as Gaelic Primary Pupil Support Teacher.

While class teachers have an overview of any support pupils are receiving, if you wish an appointment with acting Pupil Support Teacher, Mrs McLaren, she is available for appointments on Thursday evening. As part of her Acting DHT remit, Miss Wallace oversees nursery and support and is available to meet parents on Tuesday. Mrs Marshall is also available



to meet parents on both evenings. Any parent wanting to meet Mr Devine on Thursday 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, support teacher, 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 appointments.

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,

V.L. Marshall

Vicky Marshall
DHT Primary