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Dear Parent/Carer

Parent Contact Meetings

Our second 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. 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.

Primary appointments

Primary appointments will take place on Tuesday 12th and Thursday 14th March between 4.30pm and 7.00pm. Pupil work will be available for you to look at before or after the appointment.

As usual, we will use a platform called Parents' Booking to set up parent appointments. The booking system will open on **at 6pm on 6th 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 email for the booking system will be sent to the main contact for each pupil as only one appointment per teacher per child can be made. Therefore, we ask that parents discuss and appointment times.

The booking system will **close at 4pm on Monday 11th March**. We cannot take any further requests after this deadline.

Mrs Scott, Sky Room teacher, is available to meet parents on Tuesday. Mrs Morton and Mrs Mheinnearach will meet with GME parents on Tuesday; Mrs Morton will see P1-3 parents and Mrs Mheinnearach will see P4-7 parents. Whilst the online booking system for P5 has Mrs Seward listed as the teacher, Mrs Seward and Mrs McLaren are splitting the appointments.

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

Mrs V Marshall
DHT – Head of Primary