Lynne Lambert
Headteacher

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Dear Parent/Carer

S3 Parents' Evening

We are pleased to inform you that the S3 Parents' Evening will take place on **Tuesday 3rd February** from **4.30pm until 7pm**. All meetings will take place in the **school assembly hall & ICT suite,** with face-to-face appointments with subject teachers and guidance/support staff. All appointments will have a maximum duration of **seven minutes**.

We are using a platform called Parents Booking to set up out parent contact evenings. When the booking system opens you will receive an email from breadalbane@pkc.gov.uk with instructions on how to **login and make appointments.** You will also receive an email from the **Parents Booking System** containing the information required to login. **Please check your SPAM/JUNK email folder if you do not receive this email in your inbox.**

The email will be sent to the ***Main Contact*** for each pupil as only **one appointment per teacher per child** can be made. We would ask that the main contact liaises with the duplicate contact if required. The booking system will close at 10pm on Monday 2nd February.

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 Lorna Libreri
DHT School Improvement