

North Ayrshire Council

Kilwinning Academy

Headteacher: **Tim Swan, BSc**

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Our Ref: TM/AT

Your Ref:

Date: 14th November 2018



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Dear Parents/Carers,

S5/6 Parents' Evening Tuesday 4 December (5.00 pm – 7.00 pm)

In response to the positive feedback for parents last session, we will continue to use the online booking system for all Parents' Evenings this session. This year's **S5/6 Parents' Evening** will be on **Tuesday 4th December** and will now be at the new time, as requested by parents of **5.00 pm – 7.00 pm**. We hope that you will make appointments for your child and see us on the night.

Go to www.parents-booking.co.uk/kilwinning

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

This link will also be available on the school website and Twitter account. Login to see which appointments are available and select one that is convenient for you.

You will need:

- Your child's legal first name and legal surname
- Your child's date of birth

The system is live **on Friday 23rd November at 9.00 am** and will be open to take your bookings until **Tuesday 4th December at 9.00 am**.

Troubleshooting Tips - Please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children.

If you are unable to access the online booking system, please call into the office on **Wednesday 28th November between 9.30 am and 10.30 am or Thursday 29th November between 2.00 pm and 3.00 pm** and a member of staff will help you. If you have phoned in, a print-out of your appointment schedule will be generated and placed in your child's register folders for collection the next day.

Please remember there is a limited number of appointments for each teacher so if you are unable to see the teacher you want and feel that you would like to speak to a member of staff about a specific issue then speak to your child's Pastoral Teacher on the night or contact them at school to discuss your concerns.

Kind regards,

Mr T Swan
Headteacher



Ambition

Belonging

Dedication



Inspiration

Respect

Responsibility

