



**CAROL STUART, BA MED**  
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Ref: CS/AS/SH

18 January 2017

Dear Parent/Carer

#### **S4 PARENTS' EVENING – THURSDAY 2 FEBRUARY 2017**

For the S4 Parents' Evening, we are trialling a new, intuitive and easy to use **Online Appointment Booking System**. This allows you to choose your own appointment times with teachers and you will receive an email confirming them. We are hopeful that this will improve the Parents' Evening by allowing you to make appointments at a convenient time.

Appointments can be made from today, 18 January at 9.00 am and the site will close for this particular Parents' Evening on Tuesday 31 January at 5:00 pm. Should you wish to make any changes after this date please contact the School Office.

Please visit <http://www.parents-booking.co.uk/forresacademy> to book your appointments. Login with the following information: -

Pupil's First Name:	e.g. Anne
Pupil's Surname:	e.g. Smith
Date of Birth:	e.g. 23/01/2003

We also require your title, surname and email address to allow the confirmation email to be sent to you. Please note that it is usually the first contact name that the system recognises and also the name that your son/daughter is called at school. Once you have logged in, we suggest you use the "Automated Booking Wizard" to make your appointments. If you do not have access to the internet, please telephone the School Office. They will add appointments on your behalf and will send them to you.

Car parking is available at the new front entrance to the school. Upon arrival you will be asked to sign in under the name of your son/daughter and you are reminded, in accordance with Moray Council policy, that smoking is not allowed either in the school building or on school grounds.

We look forward to seeing you on Thursday 2 February 2017.

Yours sincerely

**Mrs C Stuart**  
**Head Teacher**