



Preston Lodge

High School

GC/LW

22 February 2018

Dear Parent/Carer

S4-6 Parents' Consultation Meetings – Monday 5 March 2018 and Wednesday 14 March 2018

I am delighted to invite you to a Parents' Consultation Meeting on **Monday 5 March 2018** or **Wednesday 14 March 2018** from 4.30 - 6.30 pm, when subject teachers and members of the Pupil Support Team will be available to deal with any questions that you may have regarding your child's progress. Departments are offering face-to-face appointments. Wherever possible, please bring your child with you to the meeting as he/she will act as your guide.

Before the meeting

We operate an online booking system for our parents' evenings.

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

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. This is a common mistake on phones and tablets especially.

Log in to see which appointments are available and select one that is convenient for you. You will need:

- Your title and surname (these must match those we have on record for you)
- Your child's first name, surname and date of birth

The system is live from 12 noon on Friday 23 February and will be open to take your bookings until 12 noon on the day of each event ie 5 March or 14 March.

Once you are logged in, you are best to use the **Automated Booking Wizard**. You simply need to detail the times that you are available and select the teachers you wish to see. The **Wizard** will then organise a meeting schedule for you. The standard appointment is 5 minutes although, to accommodate large numbers of students, a small number of teachers have divided their evening into 3 or 4 minute appointments. Using this system means bookings are necessarily on a first-come first-served basis.

Trouble shooting tips can be found at the end of this letter. If you do not currently have online access, or require special assistance in making these appointments, please contact the school office on 01875 811170.

Headteacher: Gavin Clark Depute Headteachers: Yvonne Binks (Grange), Julia Robertson (Seton), Calum Stewart (Gosford)
Park View, Prestonpans, EH32 9QJ Tel: 01875 811170 Fax: 01875 810060
Email: admin@prestonlodge.elcschool.org.uk Website: www.prestonlodge.net



During the Meeting

Please bring details of your appointments to the school on 5 or 14 March. Our new system means we need to ensure that meetings keep to time, and if further conversation is required, then members of our Senior Management Team will be available to facilitate this.

After the Meeting

We would be really grateful if all parents/carers could provide us with feedback on the electronic booking system.

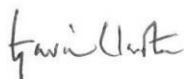
Troubleshooting Tips – please read before booking!

- To log in 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 log in, 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. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

Please use the school car park via Schaw Road located to the east side of the building where possible. If this is full, please park taking due consideration of our neighbouring residents. Entrance to the school is by way of Park View at the front of Preston Lodge.

I very much look forward to seeing you.

Yours faithfully



Gavin Clark
Head Teacher

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