



John Clarke
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5 November 2018

Dear Parent/Guardian,

Senior (S4-S6) parents' evenings will take place on Wednesday 14 November and Tuesday 20 November 2018. Appointments should be booked via the online booking system.

Go to: <https://parents-booking.co.uk/berwickshirehs>

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.

Login to see which appointments are available and select one that is convenient for you. You can make all your appointments for one evening or spread them over the two nights but you may only see each teacher once.

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 **6.00pm on Tuesday 6th November** and will be open to take your bookings until **12.00pm on 13th November** for the first evening and **12.00pm on 19th November** for the second evening.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

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 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, and decide not to use the Booking Wizard, but instead make appointments individually, 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 book at home, please call the office for support.

Kind regards,

Mr J Clarke
Headteacher