



# Lasswade High School

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*Head Teacher*      *Depute Head Teachers*  
Mr Campbell Homell      Mr Neil Chisholm      Mr Colin S Mitchell      Mr Graham Paris      Ms Lynsey Struthers      Mrs Suzanne Yule

14 November 2019

Dear Parent/Carer

## S3 Parents' Evening – Tuesday 10 December 2019

The staff of Lasswade High School are pleased to invite you to the S3 Parents' Evening to be held on the above date from 5.00 pm - 7.00 pm, when you will be able to discuss your child's progress.

We have an online booking system for Parents' Evening where you will be able to choose your own appointment online.

Go to <http://www.parents-booking.co.uk/lasswade> to see which appointments are available and select those that are convenient for you. A link to this is included on the school website.

### You will need:

The title and surname of the main parent contact that the school holds  
Your child's first name and legal surname  
Your child's date of birth

The system is live from 9.00 am on Tuesday 26 November. You can book Parents' Evening appointments from then. Appointments can be made up to Friday 6 December at 12.30 pm.

### Troubleshooting Tips - Read before Booking!

- The child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth - 12/09/2009
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem as the system does not hold your email address; try the tips above.

With approximately 280 pupils in S3, it will not be possible for every pupil's parents to meet with all of their child's teachers. We have taken the decision to limit the number of available appointments to 10. This will help ensure that you and other parents will be able to see the staff with whom you wish to meet. Further appointments can be made on the evening if staff are available.

If you are unable to book at home, please call the school office who will arrange for the Student Support staff to help you.

The Careers Adviser will attend the Parents' Evening, therefore an appointment can be made through the booking system.

When you arrive at the school on the evening of 10 December you will be welcomed by some of our senior students. It is important for the smooth running of the evening that you register your attendance with the prefects at the desks in the Atrium. Refreshments will be available throughout the evening.

Should you require further clarification about arrangements for the Parents' Evening, please do not hesitate to contact me at the school. I look forward to seeing you on the night.

Yours sincerely

Mrs C Brown  
Depute Head Teacher