



Lasswade High School

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9 October 2019

Dear Parent/Carer

S4 Parents' Evening – Tuesday 5 November 2019

The staff of Lasswade High School are pleased to invite you to the S4 Parents' Evening to be held on the above date from 5.00 pm - 7.00pm, when you will be able to discuss your child's progress.

We now 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.

You will need:

Your child's first name and legal surname

Your child's date of birth

The system is live from 9.00 a.m. on Wednesday 23 October. Appointments can be made up to 12.30 p.m. on Friday 1 November.

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.

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 5 November 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 A Clark
Depute Head Teacher