



Education Resources
Executive Director **Tony McDaid**
Head Teacher **Richard McGowan**
Lesmahagow High School

Our ref:
Your ref:
If calling ask for: Mr G Parry
Phone: 01555 896010
Date: 9 May 2017

Dear Parent/Guardian,

We are piloting a new online booking system for our parents' evenings. Our next event is on **Tuesday 23rd May** for S1.

Go to <http://www.parents-booking.co.uk/lesmahagow>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address as it will not work. This is a common mistake on phones/tablets.

Login 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 **15th May at 6.30pm** and will be open to take your bookings until **23rd May at 8.00am**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient.

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 a 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, 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*

If you are unable to book at home, please call into the office for assistance. The office can also book appointments on your behalf if you struggle with the new system. We look forward to seeing you on 23rd May and please speak to a member of the SMT if you have any feedback on this new system.

Best wishes,

Mr G Parry
Depute Head Teacher

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