



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: 04 September 2017

Dear Parent/Carer,

Last year, the school piloted an online parents' evening booking system for the S1 parents' meeting event. The system received positive feedback but some parents and staff identified specific technical issues that they had experienced. Because of this, the school have decided to extend the pilot to run for the entire session 2017-18, which will allow us to seek the views of all parents and the opportunity for the company to ensure the system meets our requirements before deciding whether to use it on a permanent basis.

To use the system, it is essential that the school holds an up to date email address for parent(s)/carer(s) as this is required to log into the online page. I am aware that data check forms were issued to parents at the start of term and you may have indicated your email address on this form. However, I am eager to try to simplify the process when we are setting up each parents' evening and I am therefore contacting to ask that you check we have these details for you.

If you updated your email address on the data check form, no further action is required. However, if you wish to update your email address, you can use the following steps:

1. You can complete the tear off slip below and ask your child to hand it in to the school office.
2. Email office@lesmahagow.s-lanark.sch.uk giving your name, your child(ren)'s name(s) and indicate that you want that email account to be used as a school contact.

If you can complete this for us now, it will make the process of using the online booking system easier. Thanks for your help.

Yours sincerely

Mr Graham Parry
Depute Headteacher, Lesmahagow High School

Child(ren)'s Name(s) and Class: _____

Parent/Carer's Name: _____

Email Address: _____

Signature: _____ **Date:** _____

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