



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

Our ref:
Your ref:
If calling ask for: Mr Gray
Phone: 01555 896010
Date: January 2020

Dear Parent/Guardian,

As you should be aware, the S2 Parents' Evening takes place on Thursday, 30 January 2020 from 4.30pm until 7pm.

The senior management team would like to invite you to attend a short presentation at the parents' evening regarding the process of pupils' selecting options for S3. We are offering this at the beginning and end of the parents' evening to ensure all parents are able to attend one of the sessions. They will take place at 4.15pm or 6.15pm in the school library and will last approximately 15 minutes.

The purpose of this presentation is to highlight the key dates and deadlines for options, showcase the S3 Option Form. There will also be the opportunity to ask any questions you might have.

We are now employing an online booking system for all our parents' evenings. Please follow the steps below to book your appointments online rather than asking your children to organise times with their teachers.

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 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 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 will be live from **Mon 20 January (at 2pm)** and will be open to take your bookings until **Mon 27 Jan (at 10am)**. However, we would encourage parents to book appointments as soon as possible as some teacher slots will fill up quickly.

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. **We would recommend that you check that you have only made one appointment per subject and that you remove any core subjects that you do not require an appointment for.**

Lesmahagow High School, Strathaven Road, Lesmahagow, ML11 0FS
Phone: 01555 896010 Fax: 01555 896011
Email: office@lesmahagow.s-lanark.sch.uk



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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 appointments at home, please call into the office for help. The office can also book appointments on your behalf if you struggle with the system. We look forward to seeing you on Thursday 30 January.

Best wishes,

Mr A Gray
Depute Head Teacher
Lesmahagow High School

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