



West Lothian Council  
Education & Cultural Services

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Dear Parent/Carer

We have organised for a new online booking system for our parents' evenings. Our next event is on **Thursday 15 March**, for all classes P1 to P7.

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

**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 then select one that is convenient for you.

**You will need to enter:**

- Your title (Mr/Mrs/Miss) 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 **2 March at 7.00 pm** and will be open to take your bookings until **14 March at 9.00 pm**.

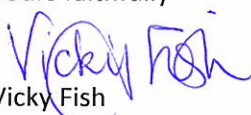
Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers. Tick the teacher you wish to book and enter your availability. The wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

**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, and decide not to use the Booking Wizard, but instead make appointments individually, 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

If you are unable to book at home, please call into the office for special help.

Yours faithfully

  
Vicky Fish  
Head Teacher