

Dear Parent,

Our S5 & S6 Parents' Evening will be held on **Thursday 21st November** from 5pm to 7.30pm.

We will be using our online booking system, which will go live for bookings on **Wednesday 13th November at 7pm**, and will close on **Thursday 21st November at 9am**.

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

To login you will need to enter:

- Your title (Mr/Mrs/Miss etc) and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

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.

Further guidance and help videos can be found at
<http://meldrumacademy.aberdeenshire.sch.uk/parents-evenings/>

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 more than one child 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

Please do not hesitate to contact the school if you have any queries, and we look forward to seeing you on 21st November.

Kind Regards

Meldrum Academy