



Kelso High School

Angraflat Road, KELSO, TD5 7NL

Mrs Jill Lothian
Head Teacher

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24th January 2020

Dear Parent / Carer,

Our next Parents Evening is on **Tuesday 4th February** for all S2 pupils.

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

**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.**

Login to see which appointments are available and select ones that are 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 **28th January at 8.00am** and will be open to take your bookings until **3rd February at 3.45pm**.

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

Please be aware that Pastoral and Support for Learning Staff will be available during the evening if required.

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 etc., and not informed us, you will need 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 School Office for assistance.

Best wishes,

Mrs Jill Lothian
Head Teacher