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Dear Parent/Carer

### **S4, S5 & S6 Parents' Evening**

We are pleased to inform you that the S4 & S5, S6 Parents' Evening will take place on either **Thursday 5<sup>th</sup> December** or **Tuesday 10<sup>th</sup> December** from **4.30pm until 7pm**. You have been allocated one of these sessions to attend based on the best availability of part time teachers. All meetings will take place in the **school assembly hall & ICT suite**, with face-to-face appointments with subject teachers and guidance/support staff. All appointments will have a maximum duration of **seven minutes**.

We are using a platform called Parents Booking to set up out parent contact evenings. When the booking system opens you will receive an email from [breadalbane@pkc.gov.uk](mailto:breadalbane@pkc.gov.uk) with instructions on how to **login and make appointments**. You will also receive an email from the **Parents Booking System** containing the information required to login. **Please check your SPAM/JUNK email folder if you do not receive this email in your inbox.**

The login email will be sent to the **Main Contact** for each pupil as only **one appointment per teacher per child** can be made. We would ask that the main contact liaises with the duplicate contact if required. The booking system will close at 10pm on Wednesday 4<sup>th</sup> December for appointments on 5<sup>th</sup> December, and at 10pm on Monday 9<sup>th</sup> December for appointments on 10<sup>th</sup> December.

We are pleased to offer bookable appointments with a representative from **UHI Perth and Skills Development Scotland**. You can book these appointments in the same way as teaching staff. They will be able to discuss courses available at UHI Perth and career advice.

If you are unable to attend appointments but have an urgent concern, please let us know by emailing [breadalbane@pkc.gov.uk](mailto:breadalbane@pkc.gov.uk).

Yours faithfully

**Mrs Lorna Libreri**  
**DHT School Improvement**

