



Mackie Academy  
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23rd February 2017

Dear Parent(s),

**S1 Parents Evening: Monday, 6<sup>th</sup> March 2017**

Mackie Academy are looking to trial a new online booking system for our parents' evenings and the S1 Parents Evening is our first chance to do this. As with any new system there may be some glitches but we hope that it will make your experience much easier in terms of gaining appointments.

Please note that some of our S1 teachers have multiple groups and it is impossible for them to see all pupils and parents on the evening. If you find that no appointments remain for a particular member of staff that you wish to see please see your child's PT Pupil Support and Attainment on the evening or a member of the Senior Leadership Team who will be more than happy to see if an appointment can be made in the near future.

To make an appointment please go to:

<http://www.parents-booking.co.uk/mackieacademy>

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 is live from **Monday, 27<sup>th</sup> February 2017** and will be open to take your bookings until **Sunday, 5<sup>th</sup> March 2017 at 23:59**.

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.

**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 experience any issue with the system please phone the school on 01569 762071 and ask to speak to Julie Wallace.

Mackie Academy looks forward to seeing you on 6<sup>th</sup> March 2017 to discuss your child's progress.

Yours sincerely,



Ms L Moir  
Head Teacher