



West Lothian
Council
Education & Cultural Services

Broxburn Academy



Head Teacher: *Peter Reid*

Depute Head: *Abi Adam*

Depute Head *Kirstie Richmond*

Depute Head: [acting] *Tracey Winton*

05 November 2020

Dear Parent/Carer

Online Parents' Evening Booking System – S5/6 Video Parents' Evening

You are invited to make appointments for the S5/6 Parents' Evening. These meetings will be booked online, and then held by video meeting, rather than in-person at the school. The S5/6 Parents' Evening will take place on **Thursday, 12 November from 5pm to 7.30pm**.

To make your appointments please login at: <https://parents-booking.co.uk/broxburnacademy> . You can also access the site from our school website.

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from **9am on Friday 6 November** until **12.20pm on Thursday 12 November**. After you have made your appointments you can choose to print or e-mail a confirmation.

On the day of your appointments, you need to re-login at the website address above. 10mins before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment(s).

Internet Browser Compatibility:

You must use one of the below device and internet browser combinations for the video meeting to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

Troubleshooting Tips

- If you cannot login please contact the school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

If you are unable to book at home, please contact the school office for help.
Best wishes

Mrs T Winton, Depute Headteacher (Acting)

Cardross Road
Broxburn
EH52 6AG
Tel No: 01506 282300
Fax No: 01506 856211

E-mail: wlbrouburn-ac@westlothian.org.uk
Website: www.broxburnacademy.net