



Education Resources
Executive Director Jim Gilhooly
Hamilton Grammar School
Head Teacher: Graeme Sives

Dear Parents/ Carers,

We have organised for a new online booking system for our parents' evenings. Our next event is on **Tuesday 6th December** for all S2 Pupils.

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

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 one that is convenient for you.

You will need:

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

The system is live **TODAY** and will be open to take your bookings until **30th November 2016 at 6.00pm**. You can book for Parents' Evenings as soon as you receive this letter.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. There is a help-sheet attached or you can type this link into your browser to watch a tutorial video on the automated wizard, streamed on YouTube - <https://www.youtube.com/watch?v=dl-1P8c-1V8>

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
- Don't forget to scroll down past the first evening to see dates and times for the second evening if you are making appointments one at a time
- 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*

I understand that some parents/carers may not have internet access. Please contact Pupil Support to make alternative arrangements if this applies to you.

Best wishes,

Mr G Sives
Headteacher

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