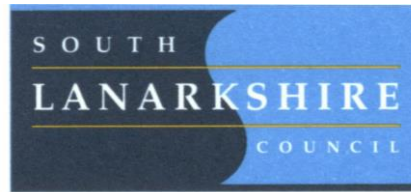




Hamilton Grammar
Head Teacher: Graeme Sives



School Education Resources
Executive Director Tony McDaid

Dear Parents/Carers,

We have organised a new online booking system for our parents' evenings. Our next event is on **Thursday 23rd November** for all S1 pupils.

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

PLEASE NOTE: You need to type this into the address into your web browser's "address bar". Do not try to Google the website address as this may not work.

Login to which appointments are available and select the one that is most convenient to you.

You will need:

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

The system will go live at **5pm on Wednesday 8th November** and will be open to take your bookings until **10pm on Tuesday 21st November**. You must make your appointments online between these times; we recommend that you make bookings as early as possible to avoid disappointment.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make you appointments. There is a help-sheet attached which guides you through the process and a video tutorial will be made available on our website.

Troubleshooting Trip

- To login you need to enter the details we have on record for you and your child. If you've recently changed your surname, for example, and not informed us, we will be expecting you to login with the information we have on record for you
- The e-mail address you enter is only used to receive a confirmation of your appointments. If the system gives you an error when logging in, the e-mail address will not be 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 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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