

Viewforth High School

Windmill Community Campus, Windmill Road, Kirkcaldy, Fife, KY1 3AL



Head Teacher: Lisa Moore
Depute Head Teachers: June Greig, Alistair Stewart, Jack Wilson

JG/LF

16 January 2023

Dear Parent/Guardian

S2 Parents' Evening - Wednesday, 25 January 2023

Following a survey earlier, the school has agreed to return to face-to-face parents' evenings. Appointments are booked online. Parents can select the teachers/subjects and the times that they wish an appointment with.

The system will allow an automatic selection of staff or parents can select teachers individually (we would recommend this to maximise the number of appointments made with teachers). The system can be accessed from a laptop, tablet, PC or a mobile phone with internet access. If any parent does not have this access, then appointments can be made by contacting the school at the number below and the office staff will enter the requests. Equally, public libraries have internet access which parents may wish to use.

Parents' Evening will **start at 4.30pm** and finish by **7.00pm** on **Wednesday, 25 January 2023**. Each appointment will be 5 minutes in length and we would ask that you stick to your appointed times.

For social subjects, please select **only** the teacher(s)/subject(s) that your child is thinking of taking next session. Pupils will be able to advise you as to who teaches what. You do not want to book all 5 social subjects teachers!

Dr McDonald, Maths will not be available. Mrs Low the Principal Teacher will be available on the night if you would like to speak with her.

In addition, Gemma Cargill, our careers advisor is also available at Parents' Evening if you would like to book an appointment with her.

To provide more information in the lead up to option choice, we are holding a Subject Fayre in the Assembly Hall prior to the scheduled appointments (**3.30pm – 4.30pm**). Parents and pupils can use this opportunity to find out more about future courses and qualifications before selecting their S3/4 courses. If you have any questions about option choice, please make an appointment with your child's Guidance Teacher.

Option/Subject Choice Plan for S2 PSE - Week Beginning ...				
16 January 2023	23 January 2023	27 January 2023 subject list home	30 January 2023	6 February 2023
Start of PSE discussions/SDS input/My WOW	Career pathway planning Subject research		Pupil interviews start	Pupil interviews Continue

At the end of the planning, pupils will bring home a draft subject list for consideration prior to individual interviews with guidance staff.

To make your appointments please go to: <https://parents-booking.co.uk/viewforthhigh>

Please note: You need to type this address into your website browser's 'web address bar'. Try not to 'Google' search the website address, it will not be searchable that way.

Login by entering the requested information:

You will need to enter:

- Your title (Mr/Mrs/Miss/Ms) and surname
- Your child's first name, surname and date of birth

Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally.

The booking system will allow you to make bookings from **Wednesday, 18 January at 6.00pm** and will close for bookings on **Tuesday, 24 January at 9:00am**.

Once you have logged in, you can either use the 'Booking Wizard' to make your appointments (all teachers are automatically selected), or you can use the manual booking option (one booking at a time, one child at a time). **This manual system is advised if you do not wish to meet all your child's teachers – we ask that you consider this option to allow as many parents the opportunity to meet with staff.**

Troubleshooting Tips

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office using the e-mail address at the top of the login page.
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.
- If you have several children to make bookings for use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

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

If you have any concerns or queries regarding Parents' Evening, please contact the school office.

Yours sincerely



June Greig
Depute Head Teacher