



St Kentigern's Academy

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Head Teacher:

Mr Andrew Sharkey

DATA LABEL: PUBLIC

Dear Parent/Carer,

West Lothian Virtual Academy – Online Parent Evening Appointments

As you are already aware, the operating model for the West Lothian Virtual Academy includes an online Parent Evening as part of the tracking, monitoring and reporting process. This is in addition to three tracking updates being made available to you over the course of the session. You will be able to access the next tracking update via Didbook- Progress (in the same way as the first one) on Friday 2nd February and the final one on Friday 22nd March.

The online Parent Evening is arranged through the Parent Evening Booking System and will take place for almost all courses on Tuesday 6th February with appointments being made available between 4.15pm and 6.45pm. All appointments are set to six minutes.

If your child is studying Advanced Higher Physics taught by Mr. Crawford (West Calder High School), online Parent Evening appointments for this course will be available on Wednesday 7th February between 4pm and 6pm, arranged directly by relevant West Calder High School staff.

On Thursday 25th January, you will receive an email from Parent Booking System about how to log in and information about how to book appointments and access online appointments. Furthermore, a parent guide can be accessed from that email.

Sometimes, unfortunately technical issues may occur and are out of our control. Hopefully, this is not the case, but if you experience issues during the evening or during your appointment, please contact your child's school as soon as possible. You can discuss with them an alternative method to arrange information from the class teacher as appropriate.

If you have any questions or queries about online Parent Evening appointments/bookings or if you require any help/support in advance, please contact us at school.

Yours sincerely

Miss S Murray
Depute Head Teacher

