



Broughton Primary School

Broughton Road, EH7 4LD

Ms Maria Gowans

Headteacher

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P4-P7 Video Parent Meetings

Dear Parent/Guardian,

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be booked online, and then held by video meeting rather than in-person at the school.

The parent-teacher meetings are on **Wednesday 21st April from 5pm-8pm, and Friday 23rd April from 1pm-4pm** for children **in P4-P7**.

To make your appointments please login at: www.parents-booking.co.uk/broughtonprimary

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. For example, make sure you enter the date of birth in this format dd/mm/yyyy, so 14/07/2012, for example.

Appointments will be available to book from **7pm on Thursday 1st April** until **midday (12pm) on Tuesday 20th April**.

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 technology 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,

Mr David Borthwick
Principal Teacher