

**Balgreen Primary School**

171 Balgreen Road, Edinburgh EH11 3AT

 Mr Richard Napier Tel: 0131 337 6066

 Headteacher E-Mail: admin@balgreen.edin.sch.uk

 23rd January 2023

**Parent-Teacher Meetings**

You are invited to make appointments for the school’s next parent-teacher consultations. These meetings will be made available to book online. Consultations this term will be face to face.

The parent-teacher consultations are on **Tuesday 7th February** **and Wednesday 8th February** for all year groups.

To make your appointments please login at: [www.parents-booking.co.uk/balgreen](http://www.parents-booking.co.uk/balgreen)

**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 i.e., the names you registered at time of enrolment at Balgreen.

Appointments will be available to book from **8pm on Thursday 26th January** until **12 Noon Wednesday 1st February.**

After you have made your appointments, you can choose to print or have confirmation by email.

**Troubleshooting Tips**

* If you cannot log in, 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 up to 12 noon on the 1st of February. **We are unable to process requests after this time.**

Kind regards,

Mr Richard Napier

Headteacher