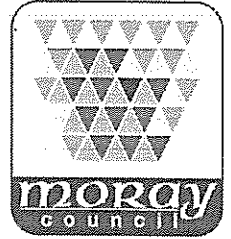




Elgin Academy

Morrison Road, Elgin, Moray, IV30 4ND Tel: (01343 543485)
Email: admin.elginacad@moray-edunet.gov.uk
Website: www.elginacademy.co.uk



Head Teacher: David Barnett BA (Hons)

Together Everyone Achieves More at Elgin Academy

Our Ref: LT/LU

Date: 23 January 2019

Dear Parent

S4 Parents' Evening Monday 18th February 4:30pm – 7:00pm (bookings can be made from 1:00pm on Friday 8th February). NB Please contact the school if you are unable to access the system

We are using an easy to use '**online appointment booking system**' for Parents' Evenings. This allows you to choose your own appointment times with teachers and you will receive an email confirming them.

Appointments can be made as of Friday 8th February from 1:00pm and will close on Sunday 17th February 10:00pm. Should you wish to make an appointment with Ms Toon (Year Head) or SFL staff or to make any changes after this date, please contact the school office. Given the numbers of pupils involved, it may not be possible for you to speak to all the teachers.

Please visit <https://elginacademy.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
Date of Birth: «Information» **eg 26/02/2002**

Parking is available in the upper and lower car parks. Disabled parking spaces are available in the visitors' car park opposite the main entrance to the school.

1. Subject departments will be located centrally in the school making use of the Canteen, Assembly Hall, Library and some rooms within close proximity.
2. Please contact the school (Ms Toon) should you require special arrangements.

Yours sincerely

Ms E Toon
Depute Head Teacher

