



# Elgin Academy

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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

**S5/6 Parents' Evening Wednesday 13<sup>th</sup> February 4:30pm – 7:00pm (bookings can be made from 1:00pm on Monday 4<sup>th</sup> 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 Monday 4<sup>th</sup> February from 1:00pm and will close on Tuesday 12<sup>th</sup> February 10:00pm. Should you wish to make an appointment with Mr MacKay/Mrs Munro (Year Heads) 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

sportscotland  
SCHOOLSPORT



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