



21st April 2021

Dear Parent/Carer,

As the school year moves into the final term we are keen to meet with you all to discuss your child's progress.

We would normally invite you in to school to discuss this, but unfortunately this year that is not possible. Instead we will meet via video call using the parent-booking system we have used already this session. To book appointments please visit the parent-booking website using the following link:

www.parents-booking.co.uk/cedarbankschool

The events will run as follows:

Year Group	Evening 1	Evening 2	Times
S1, S2, S3 pupils	12 May 2021	18 May 2021	4pm – 6.30pm
S4 and S5 pupils	13 May 2021	19 May 2021	4pm – 6.30pm
S6 pupils	12 May 2021	18 May 2021	4pm – 6.30pm

The video calls will last for 10 minutes. Please make one appointment per subject you wish to discuss.

You may find though that your child is taught by the same member of staff for more than one subject. Therefore you may choose to 'meet' the same member of staff more than once over the course of the evening (s). You may also choose to meet each member of staff just once if you feel you will have time to ask any questions you may have during one 'meeting'. You are welcome to spread your appointments over the two relevant evenings for your child. The system is set up to be as flexible as possible to meet your needs.

Prior to bookings opening your child will receive a list of the subjects they are studying and the staff who are teaching them. This will help you make bookings with the appropriate staff. That list will look like this:

Pupil Name	Subject	Member of Staff
Pupil A	English	Mr Green
	Maths	Mrs Yellow
	PE	Ms Brown
	Music	Mr Green
	Art	Mrs Red
	Social Subjects	Miss White
	Etc....	Etc ...



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All bookings will open on Friday 30 April at 8am and close at 8am on the day of the event.

If you are having difficulty making bookings, or finding suitable times to see staff please email the school office at wcedarbank-sch@westlothian.org.uk. In the subject of the email please state either parents evening or FAO Mr McLean. Messages will then be forwarded to Mr McLean who will be happy to assist you.

Yours sincerely,

Mr I McLean
Principal Teacher Curriculum



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