



James Cook
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Thursday 9th November 2023

ELC-P7 Pupil Progress Discussions – November 2023

On **Tuesday 21st November and Wednesday 22nd November 2023, 3.30pm-7pm for P1-P7 and Wednesday 22nd November 2023, 3.30pm-5.30pm for ELC**, you will have the opportunity to meet with your child's key worker or class teacher to discuss their progress. The [Parents Booking](#) site will be used to book the appointments (booking opens on **Monday 13th November 2023**), and you have the choice of attending these in person or virtually using the [Parents Booking](#) site.

By Monday 13th November 2023

Visit <https://parents-booking.co.uk/cawdor> to check you can login using you and your child's details. These have been taken from our database using the information that you have provided.

If you are unable to login, contact the school office by telephone on **01667 402460** between the hours of 8am-12.30pm, or by email cawdor.primary@highland.gov.uk as it may mean that the details that we hold for you require updating.

You will need to login separately for each child you have in ELC – P7.

Appointment Bookings: Monday 13/11/23 @ 6pm – Friday 17/11/23 @ 9am

Making a Booking: Monday 13/11/23 @ 6pm – Friday 17/11/23 @ 9am

The booking system will open on **Monday 13th November at 6pm** to make bookings and close on **Friday 17th November 9am**. To make a booking visit <https://parents-booking.co.uk/cawdor> and login using you and your child's details.

Once you are logged in, you will be able to view/ book available slots. After you've made your appointment you can email or print your confirmation.

VIRTUAL BOOKINGS: The system is set-u Monday 13/11/23 @ 6pm – Friday 17/11/23 @ 9am p so that you can join virtually if that works better for you. If you are planning to join virtually, when you book your appointment, in the 'notes' box it is asked that you write VIRTUAL so that key workers/ teachers know to join this virtually.

On the day of Your Meeting: Tuesday 21st November 2023/ Wednesday 22nd November 2023

On the day of your meeting, if you are attending in person, **10 minutes BEFORE your appointment time** you can come and look at examples of your child's learning and their Profile which will be in their tray. Appointments will last for 12 minutes. There will be a bell to signal the end of the discussion and to allow for your child's key worker/ teacher to get ready for their next discussion.

- ELC meetings – taking place in the hall
- P1-P7 meetings – taking place in classrooms

Joining Virtually? [CLICK HERE – Parents Booking Virtual Joining Instructions](#)

If you have any questions, you can ring the school office on 01667 402460 or email cawdor.primary@highland.gov.uk.