



Sunday, 17th May 2026

Dear Parents and Carers,

RE: Secondary Update - Parent Teacher Meeting

We would like to inform you that Parents' Consultation Meetings will take place on the following dates:

- Tuesday 2nd June from 1:30 pm to 6:30 pm
- Tuesday 9th June from 12:30 pm to 6:30 pm

All appointments will be held online via the School Booking portal. This system allows you to meet with your child's teachers conveniently from home. Instructions for logging in and booking appointments can be found below.

Logging In:

You will receive an email from School Booking once appointment scheduling has been opened. Instructions on how to schedule an appointment will be contained in your invitation email. Should you require assistance, or you do not receive the invitation from the system, please reach out to our IT Support Manager – Suresh (suresh@capitalschoolbahrain.com).

Bookings will open at **16:00 on Sunday 17th May** and will remain open until **15:00 on Sunday 31st May**. Each appointment will be 5 minutes in length.

These meetings provide an important opportunity to review your child's progress throughout the year and to discuss attainment, effort, and next steps before final reports are released at the end of the term.

We strongly encourage all parents and carers to attend. If you experience any technical difficulties or require support, please contact the school office.

We look forward to speaking with you.

Yours sincerely,

Secondary Leadership Team