

Monday 3<sup>rd</sup> February 2020

Dear Parents and Carers,

### Parents' Evening and Online Booking System

Our parents' evenings this term will be taking place on the evenings of Tuesday 3<sup>rd</sup> March and Thursday 5<sup>th</sup> March 2020 from 4:00pm to 7:00pm. These will be ten minute consultations to discuss your child's progress. Please be aware that we need to keep to timings in order that other parents are not kept waiting. If you do bring your child along, then please bring something for them to do quietly during the appointment.

The Year R team has a network cluster meeting on Thursday 5<sup>th</sup> March, therefore their parents' evenings will take place on Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> March from 4:00pm to 7:00pm.

For parents of children in Years 1 – 6, your child's main exercise books and Learning Behaviour Assessments will be sent home on Friday 28<sup>th</sup> February in order to give you plenty of time to look at the work they have been doing in class. We would be very grateful to parents for ensuring that the exercise books are returned to school on the morning of Monday 2<sup>nd</sup> March.

We will be using our online booking system for you to book your appointment. For those of you who use Scopay regularly to pay for dinner money, trips or Berries you just need to go to the same website to find the booking system. If you have not used Scopay before, on Monday 3<sup>rd</sup> February you should have received a reminder email or letter with your login details. If you have used Scopay before but have forgotten your login details you can go to the website and prompt a password reset or pop in to the school office and we can help you with this.

Please see below for a quick reference guide:-

- Go to [www.scopay.com](http://www.scopay.com) and login with your email and password. **Important:** if logging in from a smartphone you must use the scopay.com site and **not the Tucasi mobile site** which is not compatible
- Select 'Parents' evening' tab
- Select the meeting from the list. If you need to make appointments for more than one child, both meetings will be listed but we ask that you leave at least one ten minute slot between bookings to allow for movement from one part of the school to another and any slight delays on the evening.
- Click 'book' on any available slot
- Click 'yes' to confirm the booking

The system will be live for you to book your appointments from **8:00pm on Sunday 16<sup>th</sup> February**. If you experience any difficulties logging into the system or do not have access to a computer or other mobile device, please pop into the school office where we will be happy for you to use our systems. **Please note, if your query is about you wishing to book an appointment that has already been selected by someone else, we will be unable to help you.**

Yours sincerely



Chris Reilly  
Headteacher

