

Monday 19th April 2021

Dear Parents and Carers,

Remote Parents' Evenings and Online Booking System

Our parents' evenings this term will be taking place remotely on Google Meet. They will take place on the evenings of Tuesday 27th April and Thursday 29th April 2021 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. As mentioned in the newsletter unless absolutely unavoidable we request that the children don't attend the meetings.

Mr Rolfe is attending an outdoor learning course on Tuesday 27th April, therefore TR6 meetings will be Monday 26th April and Thursday 29th April.

Unfortunately, due to the ongoing COVID'19 restrictions we are unable to send the children's exercise books home. As you are aware the necessity to quarantine a library book for 72 hours already has an impact on us all, quarantining each class's exercise books would cause us a significant problem with not only space to quarantine but also your child's ability to access to their learning journey for 3 days. We of course hope that we will be able to offer you the opportunity to look at your children's books by the end of the year as long as the roadmap progresses as planned and restrictions start to lift.

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 19th April you should have received a reminder email 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 call the school office and we can help you with this.

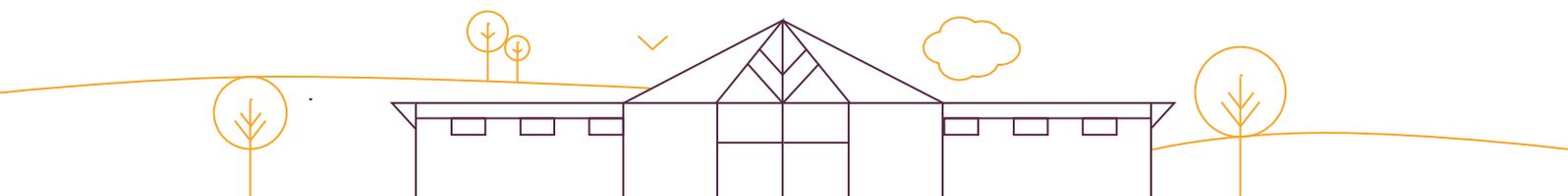
Please see below for a quick reference guide: -

- Go to 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 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 Monday 19th April**. If you experience any difficulties logging into the system, please call the school office and we will be happy to help you. **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.**

Accessing your parents' evening appointment through Google Meet

Each class will set a unique Google Meet link which will be sent to parents' email accounts by Friday 23rd April 2021. The link will be the same for each parent associated to a single class, therefore it is extremely important that you log on no more than a couple of minutes before your dedicated time slot. Your time slot will be the one you have booked through the Scopay application.



Please test the technology before the meetings so that you can join on time

To test:

- Please click <https://meet.google.com/> to test how Google Meet works.
- Click “start a meeting” and allow camera/sound and you should be able to see yourself. If you can then everything is in place for the meetings.

To access your parents meeting:

- Log in to the video call link (unique class code) in the email sent from Scopay
- Please type your surname in as you join the meeting
- Ensure the device you are using has a camera and a microphone.
- Your child’s class teacher will admit you into the meeting on your chosen date and time when they have finished with the previous parents and it is time for your parents’ meeting to start.
- Please respect each other’s appointment times by logging in punctually and finishing within the given ten-minute appointment time.

We are very hopeful that this new format of meetings will occur without any technical hitches. If there are problems, we will communicate via our social media pages to get the message out quickly to parents. We’re looking forward to being able to meet you in this capacity, with our hope for ‘normal’ parents’ evenings to return in the new academic year.

Yours sincerely,



Chris Reilly
Headteacher