

28th September 2023

Dear Parents / Carers,

Parents' Evening and Online Booking System – CLASS TR6

Our parents' evenings this term will be taking place on the evenings of Wednesday 18th October and Thursday 19th October 2023 from 3:30pm to 6:30pm. 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.

For parents of children in Years 1 – 6, your child's English and Maths books, and a Learning Disposition document will be sent home on Thursday 12th October.

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 Wednesday 27th September you will 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.

Detailed work instructions have also been emailed to you but below is 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 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 7:30pm on Sunday 8th October. 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

