



2nd February 2024

Dear Parents/Carers

Parents' Evenings
Wednesday 21st February 2024 3:25 – 5:45 pm
and
Wednesday 28th February 2024 3:25 – 5:25 pm

This term we have decided to return to booking appointments for our parents' evenings. To make things easier for you, 10 minute appointment slots can be booked via our new Parents' Evening module on SCOPAY, which many of you already use to make online payments to the school.

Next time you log on to SCOPAY, you will see a new link to Parents' Evening.



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All you need to do is select your child's name (the system will show multiple names if you have more than one child in school) and a list of available appointments will be displayed against your child's class. Just book the time slot you need and confirmation will be sent to your registered email address.

If you currently do not have access to SCOPAY and you would like to register in advance of the system going live, please contact the office and they will give you an online code to enable you to sign up. Booking opens at 6:00 pm on Monday 5th February and closes on Monday 19th February at 12:00 midday. You will not be able to select times that are unavailable or already booked.

If you experience any difficulties, please contact the school office and they will be able to help you.

Yours sincerely

Peter Howard
Headteacher



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