



8th October 2024

Dear Parents/Carers

Autumn Term Parents' Evening Wednesday 16th October 2024 3:20 – 5:40 pm

Following feedback from parents at the end of last year, we have decided to use our booking appointment system for our parents' evening for this term. To make things easier for you, 10 minute appointment slots can be booked via our 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 the 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 6pm this evening and closes next Tuesday 15th October at 4:00 pm. 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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