

October 2024

Dear parent and carers

Parent Consultation Meeting

We will be holding parent consultation meetings for the Autumn term and encourage all parents to book an appointment to meet your child's teacher. Parent meetings will take place on the following days:

- **Tuesday 22nd October 2024 – Year 1, 3 and 5**
- **Thursday 24th October 2024 – EYFS, Year 2, 4 and 6**

Appointment times, subject to availability, will be between 13:10pm – 18:10pm

We will be using our online booking system for parents to book their 10 minute appointment, which will become live from **8:00am, on the 9th October 2024** and will close at **8:00am, on the 16th October 2024**.

It is very simple to use, all you need to do is **log on to your account in www.scopay.com and select:**

- **Parents' Evening**
- **Select the child in the relevant year group (if you have more than one child at the school)**
- **Select meeting**
- **Choose the appointment time you would like**
- **Confirm your booking (please note that you will not receive a written confirmation)**
- **Please indicate on the note section if you require a translator and we will do our best to accommodate.**

Please note the following will need to be adhered to:

- **Entry to the sports hall will be five minutes before your appointment.**
- **Late arrivals will miss their appointment.**

Thank you for your support.

Yours faithfully



David Sansom

River Bank Primary School, Bath Road, Luton LU3 1ES

Telephone: 01582 531860 Email: info@riverbankprimary.org Web: www.riverbankprimary.org

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