

Dear parents and carers,

We will be holding our first **parent consultation meetings** of the year and would like to invite you to make an appointment to meet your child's class teacher. This appointment is an opportunity to receive feedback from the teacher on how your child has settled into the year group and to discuss any questions you may have. Parent meetings will take place on the following days:

- **Tuesday 14th October – Year 1, 3 and 5**
- **Thursday 16th October – Year R, 2, 4 and 6**

We are always looking for ways to engage with as many parents as possible so there will be an option to attend the meeting in person in school or to receive a phone call. Appointment times (subject to availability) will be:

1:00 - 2:00pm = phone appointments

2:00 - 5:00pm = in school appointments

5:00 - 6:10pm = phone appointments

We will be using our online booking system for parents to book their 10 minute appointment. Appointments will become live to book from **8:00am on Monday 29th September** and will close at **8:00am on Thursday 9th October**. We recommend booking early to ensure you receive your chosen slot.

To book, please log on to your account via 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 either **Phone appointment** or **In School 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.

In school meetings will take place in the sports hall and we ask that you please arrive five minutes before your appointment. Phone appointments will be made to the number we hold as first contact. If you require an alternative phone number to be used, please inform the school office.

Thank you for your support and we look forward to seeing you.

Yours faithfully,
David Sansom