

Dear parents and carers,

We would like to invite you to attend a **parent consultation meeting** to give you the opportunity to discuss with your child's class teacher the progress your child is making. The meeting will also provide an opportunity to discuss ways in which you can support your child's learning at home.

- **Monday 23<sup>rd</sup> March 2026 – EYFS, Year 1, 2 and 4**
- **Tuesday 24<sup>th</sup> March 2026 – Year 3, 5 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 2<sup>nd</sup> March** and will close at **8:00am on Monday 16<sup>th</sup> March**. We recommend booking early to ensure you receive your chosen slot.

To book, please log on to your account via [www.scopay.com](http://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