

Tuesday March 6th 2018

Dear Parents and Carers,

Spring Term Parents Evenings

We are again using the Scopay system for our Spring Term Parents Evening bookings. The dates are Wednesday 21st and Thursday 22nd March. If your child is in 3S, appointments on Wednesday 21st will be to meet Mrs Smallwood and appointments on Thursday 22nd will be to meet Mrs Sibbons. If your child is in 4F, you will be able to meet both Mrs Weatherup and Mrs Taylor on either date. You should already have, or have received today your online code to access the system. If you need to set up a new Scopay account, it's advisable to do this over the next few days if possible, in readiness for booking appointments when the system goes live on Monday.

Please note that Ms Hearle (HT) and Mrs Scott (DHT) from Henry Beaufort will be with us until 6pm on Wednesday 21st March to talk to parents about transition into Y7. The library will also be open on Wednesday evening to exchange books or to "gift" a new book if you would like to make a donation to increase our selection.

Please find attached an instruction sheet that should contain all you need to know to book your appointment/s. You are able to book appointments **from 9am on Monday 12th March until 5pm on Monday 19th March**. After this, we will print the appointment sheets for each teacher and any further appointments should be made directly with them, to avoid any possibility of double booking.

If you experience any difficulty in booking your appointment or do not have access to the internet then please do contact the school office, who will be happy to book an appointment with you. If you are using your phone to book, please opt to use the main site, rather than the mobile one. (The mobile site only allows you to make payments - Tucasi are working on an app that will access both Parents Evenings and payments.)

Many parents already take advantage of our Scopay system to pay online for trips and lunches and have found it quick, efficient and secure. If you are newly registered on Scopay, please consider using this aspect too – it does help to keep our administrative costs down. If you'd like any help with using the payment system, there are guides on the Scopay website, or ask a member of the school office team.

Yours sincerely,

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