

Friday, 1st March 2019

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 Monday 18th and Thursday 21st March. You should already have received your online code to access the system – please ask at the office if you have not. 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 Tuesday.

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 7am on Tuesday 5th March until 3pm on Friday 15th 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,

Lynn Paul
Business & Admin Manager