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Headteacher: Mr William Neighbour

Dear Parents & Guardians,

Wednesday 20th September 2023

Parents' Evening Autumn Term 2023

Parents' evening sessions will take place on Monday 16th October (3.30pm - 6.30pm) and Wednesday 18th October (4.30pm – 7.30pm).

Activate your Scopay account

You will select and book your slot through your child's Scopay account. If you have not yet activated your Scopay account, we strongly advise you to do that ***sooner rather than later***. YR parents, an email containing your activation code was sent home on 5th September. If you need a new code, please call the school office.

Both parents are able to have their own login details to Scopay so if you'd like a further code, please contact the school office.

If you have forgotten your login details, please follow the links on Scopay.

Parents' evening slots

We will continue to offer 10 minute online virtual appointments via **Microsoft Teams** as it appears to be the most convenient method for parents; attendance is high and time-keeping is good. Alternatively, we are also able to offer 'in person' appointments should parents wish to view their children's books. If you would like to book an 'in-person' appointment, please book a slot via Scopay, but add a note on your booking saying you'd like this to be an 'in person' appointment. You should also call the office to confirm.

No matter whether your slot is virtual or in-person, your child **must not be present** for your appointment with their teacher.

How to book your slot(s)

Parent's evening slots are selected and booked through your child's Scopay account (either through the Scopay app or website).

Attached to this email is your 'Parent Guide', which you can refer to when the slots become live. If you need to make appointments for more than one child, all of the children will be listed, providing you have linked their accounts on Scopay. You will also be able to move your booking to an alternative time, or cancel it, should the need arise.

We advise you to leave at least a 10 minute interval in between meetings so you have plenty of time to leave one session and navigate to the next.

We will release the parents' evening slots at 7pm on Monday 25th September and booking will close at midday on Tuesday 3rd October at midday.

How to attend your slot virtually

We will be utilising Microsoft Teams, which is straightforward to use and does not require you to download any software:

- Navigate to the relevant class page on our website, and click on the Teams logo.
- Select 'continue on this browser' from the options (there is no need to download any software).
- Please enter your child's name and **NOT** your name, and select 'join now'.
- You will be held in the virtual waiting room until it is time for your meeting, when the teacher will admit you.
- Please ensure your camera and audio are switched on.
- Each slot is for 10 minutes **only**; your session will be ended after 10 minutes.
- Children should not be present for the meetings.

Yours faithfully

A handwritten signature in blue ink that reads "W Neighbour". The signature is written in a cursive style and is followed by a long, horizontal, wavy line that extends to the right.

Mr Neighbour
Headteacher