



St. Mary's C of E (Aided) Primary School  
Silkham Road  
OXTED  
Surrey  
RH8 ONP

Head teacher  
Mrs S Lewis  
Email: [info@stmarysprimary.org](mailto:info@stmarysprimary.org)  
[www.stmarysprimary.org](http://www.stmarysprimary.org)

Tel: 01883 712817

4th October 2019

Dear Parents and Carers

Parents evening will take place on Wednesday 23<sup>rd</sup> October 5pm – 8pm and Thursday 24<sup>th</sup> October 3.40 – 6pm.

We will be running a system of online booking for appointments. This works through the Scopay payment system which is accessed via the school website and will go live on Thursday 10<sup>th</sup> October at 8.00p.m. You will then be able to see and select available time slots.

If you have more than one child attending the school you can see booking slots for each of your children's teachers. Please make sure you **leave a 10 minute gap** between each child's appointment to give you time to move around the building.

Each appointment with your child's teacher is scheduled to last **five minutes**. If you have any queries which you feel cannot be answered within this allocated time, please make an alternative appointment before or after school. Please note that due to time constraints, teachers can only allocate **one appointment per child**. If parents are unable to come together for any reason, an appointment may be made for the second parent on another occasion, at a mutually convenient time. Please email the class teacher to arrange another appointment if necessary.

For some parents, there will be an option to meet with Miss Wylie, who leads on **Special Educational Needs**. These appointments will be available through the online booking system by clicking on her name and a time slot that suits. If this does not show up as an option for you and you would like to book an appointment with Miss Wylie, please contact her via email to arrange an alternative time to meet.

**Mrs Lewis, Mrs Woodward and Mrs Chaudhri will also be present throughout the evenings and will be happy to meet informally to answer any queries.**

Thank you to all parents and carers who have set up a St Mary's School ScoPay account and if you would like help in navigating the parents evening booking system, members of the Senior Leadership Team will be available in the ICT Suite for the following sessions: Tuesday 8<sup>th</sup> October 8.30am to 9.30 am, and 8<sup>th</sup> October 3.30pm to 4.30pm. A Parents Evening Booking Guide is also attached.

Thank you for your support.

Yours sincerely

**Mrs S Lewis**  
Head Teacher

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Silver Award  
Awarded by Arts  
Council England

