



Head teacher  
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27<sup>th</sup> January 2023

**5SW PARENTS' EVENING**  
**Tuesday, 21<sup>st</sup> Feb and Thursday, 23<sup>rd</sup> Feb**

Dear 5SW Parents and Carers,

Parents' Evening is returning to being 'in person' at long last!

- **Tuesday, 21<sup>st</sup> February, 03.50pm to 6.30pm and Thursday, 23<sup>rd</sup> February 03.50pm to 06.30pm.**
- Bookings for Parents' Evening are to be made online via **Scopay**
- **The booking system will go live on Monday, 30<sup>th</sup> January at 08.00pm**
- **The booking system will close on Monday, 06<sup>th</sup> February at 12 noon.**
- You will be able to view and select available time slots
- Please note that timeslots are available on a first come first served basis.
- Please contact the school office if you are unable to make a SCOPAY booking

We are very much looking forward to meeting with you and we do encourage that you child joins us for the Feb Parents Evening so that we can celebrate all that is going well with your child's learning and agree on next steps. *Where only one parent can attend in person we will allow them to invite their partner to join remotely via phone on the strict understanding that the meeting is not recorded.*

Each appointment with your child's teacher is scheduled to last five minutes. You will also have a chance to look in your child's books. If you have any queries which you feel cannot be answered within this allocated time, please contact your child's class teacher. *Please note that due to time constraints, teachers can allocate only one appointment per child. In some instances, where a longer discussion is required, you may be contacted by your child's class teacher with an alternative appointment time. In this case, you will not need to book a Parents Evening appointment on Scopay.*

Please wait outside 5SW classroom when waiting for your parents' evening meeting.

Yours sincerely

Mrs S Lewis

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