



Friday 6th October 2023

Dear Parents and Carers,

Parents' Evening will be 'in person' this half term for parents/carers only. Children don't join this term's meeting. All Parents' Evening appointments will all take place on the **Junior site**.

- **Wednesday 18th October 3.50pm to 7.00pm and Thursday 19th October 3.50pm to 6.30pm** (*except for Mrs Legister's class your Parents Evening is either **Tuesday 17th October 3.50pm to 6.30pm** or **Wednesday 18th October 3.50pm to 7.00pm***)
- Bookings for Parents' Evening are to be made online via **Scopay**.
- **The booking system will go live on Friday 13th October at 8.00pm**
- **The booking system will close on Monday 16th October 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
- Each appointment with your child's teacher is scheduled to last five minutes
- Where only one parent can attend in person we will allow you to invite your partner to join remotely via phone on the strict understanding that the meeting is not recorded
- If you have any queries which you feel cannot be answered within this allocated time, please contact your child's class teacher
- In some instances, where a longer discussion is required, you may have been contacted by your child's class teacher with an alternative appointment time. In this case, you will not need to book another Parents Evening appointment.

Infant Parents/Carers

- **Please come to the Junior Hall via the Main Entrance in Silkham Road**
- Your child's class teacher will come and collect you for your appointment
- There will be class tables in the Junior Hall where you can look at your child's books

Junior Parents/Carers

- Please make your way to your child's classroom and wait in the corridor
- A selection of your child's books will be available for you to look through

We are very much looking forward to meeting with you so that we can celebrate all that is going well with your child's learning and agree on next steps.

Yours sincerely

Mrs S Lewis

Confidently Me Belonging Together Challenged to Contribute



Artsmark
Gold Award
Awarded by Arts
Council England

