

September 2026

Dear families,

Parent/Teacher consultation meetings and online booking system for Nursery to Year 6

Our first parent/teacher consultation sessions of the new academic year will be taking place shortly. The appointment dates and times will be as follows:

- Tuesday 13th October 3:30pm – 6:30pm (all classes except Year 2 Hedgehogs)
- Thursday 15th October 9am – 11am (all classes)
- Thursday 15th October 3:30pm – 5pm (all classes)

For Nursery children, if your child only does the first half of the week, we would recommend you book a Tuesday appointment with Mrs Butt; if your child only does the second half, we recommend a Thursday appointment with Miss Morgan.

Locations

- **Nursery, Reception and Year 1** parents – morning appointments will take place in the small hall. Evening appointments will take place in Orangutans classroom (Early Years corridor).
- **Years 2 to 6** – all appointments will take place in our main school hall.

Clubs

- Children will carry on with their lessons during the day as normal and should be collected at 3.20pm.
- **Teacher-led clubs** will **NOT** be running **during the entire week** of the parent consultations. This includes Code Club and Chess Club. The exception to this will be Miss Etheridge's football and netball clubs, which will both run.
- Clubs run by **external providers that use the main hall** on Tuesdays and Thursdays (Dodgeball and Taekwondo) will **NOT** be running. Cookery club, Arts & Crafts, Stagecoach and Hockey club will run as normal (Stagecoach will be in a different room).
- Dragonflies will be open as usual if your child is booked in.

Booking instructions

The process for booking appointments should be made online via your **ScoPay account** but only once the system goes live. The booking process will become available from **7pm on Thursday 1st October**. When you have successfully made a booking, you will be able to review this via your ScoPay account and change it if necessary.

The attached guide* takes you through what you need to do step by step, including how to make any changes to appointments once they are made. (Please note that the guidance mentions sending notes to teachers, but we do not have that functionality activated). Should you experience any problems or have any questions, please contact the school office.

Please note that the **online booking process will close on Thursday 8th October at 12pm (midday)** and you will not be able to make any bookings or changes yourself after this time. Should you need to make any changes at this point, please contact the school office and they will do this on your behalf.

We are really looking forward to welcoming you into the school and look forward to meeting with you in person. During the meetings you will have the opportunity to see examples of your child's learning.

Kind regards

A handwritten signature in black ink that reads "P. Gilbert". The signature is written in a cursive style with a long horizontal stroke at the end.

Paul Gilbert
Headteacher

* Please note that some parents previously had difficulty in booking appointments where they had more than one child in school. We have been advised by Tucasi that this may be because of reduced screen space when using a mobile device. They recommended either swiping the screen across or rotating the device to enable all the information to be seen.