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Headteacher: Mr Ryan O'Hearn BA (Hons)

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26<sup>th</sup> September 2024

Dear Parent/Carer

Teachers will be holding discussions with parents/carers on:-

Tuesday 8<sup>th</sup> October – 3:35pm – 6:55pm

Wednesday 9<sup>th</sup> October – 3:35pm – 5:35pm

Appointments will be in school, face-to-face, parent/teacher consultations.

This is an important opportunity for you to meet with your child's teacher, to find out how your child is settling in, to pass on any information you feel they should know which is applicable to your child's education and to find out about your child's attitude to learning and progress to date. It is preferable that the child does not attend, although they are quite welcome to wait outside the classroom during your appointment.

Appointments can be booked using the online Parents Evening Booking module, through the SCOPAY Online Payment and Communication system that is already widely used by most parents. You will need to have registered onto the SCOPAY system to be able to book your parents evening appointment this way. If you have any queries or problems logging on, please contact the school office.

**The booking system goes live from 7:00am on Friday 27<sup>th</sup> September** until 5:00pm on Friday 4<sup>th</sup> October for you to book your appointments. Any alterations after the closing date can be made via the school office. We strongly suggest that if you are booking appointments for multiple children, that you leave a gap of at least ten minutes between them.

We look forward to meeting with you to discuss your child's progress.

Yours sincerely,

Ryan O'Hearn  
Headteacher