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Headteacher: Mrs S-A Evans  
BSc Hons, PGCE, NPQH

October 2024

Dear Parents and Carers

### **Parent/Teacher Consultation Meetings - Monday 21<sup>st</sup> & Tuesday 22<sup>nd</sup> October 2024**

We shall be holding parent/teacher consultation sessions in school on **Monday 21<sup>st</sup> October from 3.30pm to 6.30pm and Tuesday 22<sup>nd</sup> October from 3.30pm to 6.30pm** with your child's class teacher. You are invited to attend the meeting with your child so that you can have a three-way discussion. Whilst you are waiting to see your child's teacher, your child can show you their school books. Please take these with you when you go to see the teacher because they may need to be referred to during the discussion. The parent consultation sessions will be held in the classrooms.

**Tucasi 'Scopay' online booking system** will allow you to book a 10 minute appointment with your child's class teacher using the **Parents' Evening tab**. This will be available to book from **Wednesday 16<sup>th</sup> October at 6:00pm until Monday 21<sup>st</sup> October at 9:00am**.

For parents who do not live together, we ask that if possible, only one parent books an appointment time for both parents to attend. In cases where this is not appropriate, please contact the school office to arrange an appointment at a later date. We will do our best to accommodate you.

For all parents who are not currently registered on Tucasi 'Scopay', please contact the school office for instructions to enable you to register and book an appointment. **Unfortunately, we cannot guarantee that you will be given an appointment time with your child's teacher on the specified dates if you do not register online.**

Mrs Thornton (Special Educational Needs Co-ordinator) and Mr Crane (Assistant Head) will be available on both evenings should you wish to speak with them. I shall also be available on both evenings, so do come and introduce yourself.

If you have any problems registering/accessing the system, please speak to Mrs East in the school office as soon as possible.

Yours sincerely

Sally-Ann Evans  
Head teacher

