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

October 2025

Dear Parents and Carers

### **Parent/Teacher Consultation Meetings - Tuesday 21<sup>st</sup> & Thursday 23<sup>rd</sup> October 2025**

We shall be holding parent/teacher consultation sessions in school on **Tuesday 21<sup>st</sup> October from 3.30pm to 6.30pm and Thursday 23<sup>rd</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.

Parents of children in **3SB (Mr Blake)** will meet with their class teacher on **Tuesday 21<sup>st</sup> and Wednesday 22<sup>nd</sup> October** due to prior arrangements.

**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 15<sup>th</sup> October at 6:00pm until Monday 20<sup>th</sup> October at 9:00am**.

Please note that if your child is taught by two class teachers, in a job share arrangement, then only one of them may be available on each night therefore, you can only make one appointment. Both teachers will have liaised with each other regarding your child.

Parents of **year 6** children will meet with their class teacher and if they are **taught English or Maths by Mrs Musselwhite**, they are able to book a 5 minute appointment with her as well.

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.**



I will be available both evenings, as will Mrs Thornton (Special Educational Needs Co-ordinator) and Mr Crane (Deputy Head) should you wish to speak with us.

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

