



Tuesday 20<sup>th</sup> September 2016

Dear Parent / Carer

## Parent-Teacher Consultations Autumn 2016 (all classes except Robin)

The Autumn Term Parent-Teacher meetings will be held on:

- **Tuesday 27<sup>th</sup> September**
- **Thursday 29<sup>th</sup> September**

Meetings are available between 3.40pm and 6pm.

Appointments need to be booked using our new online system, through the Scopay website (the same website you use for online payments – [www.scopay.com](http://www.scopay.com)). You will use the same login you use to make payments to the school. You will find instructions on how to book an appointment on both the Scopay and school websites. If you have any trouble using the online system please contact the School Office.

If you are not yet registered on Scopay please ask the School Office for your registration details.

- **Wren class** parents please note: Mrs Saddler will be taking appointments on Tuesday 27<sup>th</sup> and Mrs Barnes will be taking appointments on Thursday 29<sup>th</sup>. You do not need to see both teachers as both teachers are fully informed about your child.
- **Barn Owl** parents please note that both Mrs Deverill and Ms Hannam will be available on both evenings.

If you would like to see any other teacher on one of these evenings, or myself, please contact the School Office.

Yours sincerely



**IAN RIX**  
Headteacher

