



Tuesday 20th September 2016

Dear Robin Parent / Carer

Parent-Teacher Consultations Autumn 2016 (Robin)

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

- **Tuesday 27th September – phone appointments**
- **Thursday 29th September – face-to-face meetings**

Meetings are available between 3.40pm and 6pm.

Phone appointments and face-to-face meetings need to be booked using our new online system, through the Scopay website (the same website you use for online payments – 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.

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

