



Dear Parents

12 February 2019

Parent and Teacher Consultation Evenings March 2019

As already highlighted on the school diary we are offering you an opportunity to come to school this term to look at your child's work and discuss his or her progress with their class teacher as follows:

Wednesday 13 March	4.50 – 7.30pm
Thursday 14 March	3.30 – 6.00pm

You will be able to book your consultation meeting online via the Tucasi Online Portal at www.scopay.com. If you are not already registered you will have recently received a letter giving you your online code. Log in and click on the **Parent Evening** tab, click on Select a Meeting and choose Parent/Teacher consultations March 2019 and the time slots will be shown. Choose your time and click save. If you need to change or cancel your appointment you can do so by logging in again at any time. Online bookings will be available from Monday 25 February at 7pm until Friday 8 March at 7pm. The system is easy to use but if you need any guidance please contact the school office.

Consultations

These consultations are for ten minutes and teachers will aim to keep to a fairly strict appointment system. If you have a concern which you know will need longer than ten minutes, please ask for an extra appointment on another occasion. We suggest you arrive at school ten minutes before your appointment so that you can look at your child's work before discussing it with the teacher.

Year 5 and 6 pupils will be given the opportunity to volunteer on each day to develop their leadership skills by supporting the teachers with the organisation and management of appointments; this will assist with time keeping. They will greet you on arrival outside your child's class and show you in when appropriate.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Austin'.

Mr R Austin
Head of School