



Dear Parents

6 February 2024

Parent and Teacher Consultation Evenings - February 2024

We are offering you the opportunity to come to school this term to look at your child's work and discuss his or her progress with their class teacher on:

Thursday 29 February 2.00pm – 7.30pm

Please note that school will be closing at 1:30pm on this day for all pupils so that we can enable the parent consultation appointments to take place.

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 can get an online code by speaking to the School Office. Log in and click on the **Parent Evening** tab, click on Select a Meeting and choose Parent/Teacher consultations Spring 2024 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 Thursday 8th February at 4pm until Monday 19th February at 12 noon.** 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 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. There will be a separate communication for Year 6 parents with how your child can volunteer to help. We look forward to seeing you for this opportunity to discuss your child's learning.

Yours sincerely

Mrs L Bailey
Headteacher