



Tuesday 10th November 2020

Year 5 Parent Evening appointment by Telephone

Dear Parents and Carers,

Due to the current pandemic and government lockdown we have been looking for a viable way to conduct our usual autumn term parent meetings and have decided to do this as telephone meetings only. These evenings will still offer an important opportunity for you to discuss your child's progress and review the areas for development. The Year 5 appointments will take place on the following days:

- Wednesday 18th November 2020 : 3.50pm-6.40pm
- Thursday 26th November 2020 : 3.50pm – 6.40pm

Each telephone appointment will run for ten minutes only, this is to ensure everyone gets a chance to talk with their child's teacher and waiting times are limited. Should you require more time to discuss any aspect of your child's work or development, please send a message to the teacher within your child's communication book to make a separate appointment for a later date. **When booking your appointment there is a section to leave the teacher a note, can we please ask that you add the telephone number you would like to be contacted on within this space.**

To book your appointment you will need to login to the Tucasi *Scopay* online booking system, this is the same system we use for online school dinner, trip and music payments. If you are not registered on the scopay system yet we will have sent a hard copy of this letter home and attached an additional letter with your individual access code.

The appointments will go 'live' from 9.00am on Wednesday 11th November and will close at 9am on Sunday 15th November.

To make an on-line booking, please log into www.scopay.com/sunhilljunior (You may need to copy & paste the address into your browser). You can now also use the "ScoPay app" to book parent evening appointments on your phone or ipad. **There is also a link to the system on the school website, <https://www.sunhilljs.net/parents-evening>**

You will be asked to log-in to your child's scopay account using your existing username and password. If for any reason you are unable to make an online booking, please contact the school admin team at adminoffice@sunhill-jun.hants.sch.uk or call 01962 732801 from Wednesday 11th November and we will be able to assist you with your account.

Editing/Cancelling Appointments

You can click on your booked appointments at any time and edit or delete the bookings if needed.

SEND

In the current circumstances we ask that all parents including those with children with SEND book at 10 minute telephone appointment with the class teacher as per the instructions above. We will be holding additional extended SEND meetings once we can accept parents into school again.

Appointment times

We please ask that on the evening of your appointment you are available and have access to your phone at least 10 minutes prior to your appointment as the teachers will endeavour to contact you as close to your time slot as possible.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Griffiths', written in a cursive style.

Mrs S Griffiths
Head Teacher