



Dear parents and carers,

We are pleased to provide further details regarding our upcoming parents' evenings. These will be hosted over two evenings:

Tuesday 17th October 2023 – 3:30pm to 5pm - Ladybirds

Thursday 19th October 2023 – 3:30pm to 5pm - Butterflies

This year, you will have the opportunity to select whether you wish to attend your meetings in-person or virtually on Microsoft Teams.

Task 1 - Booking your time slot

In the lead up to the meetings, we will be asking you to book a meeting time slot using ScoPay (please see attached guidance). The booking system will go live at 6pm on Thursday 21st September 2023 and be available for you to book your slot. If you are booking sessions for more than one child, we ask that you please leave a gap of at least 20 minutes between the start times of each booking. Please book your sessions by Friday 13th October 2023.

Task 2 – Selecting your preferred means of meeting with the teacher

We highly recommend that you attend in-person where possible, as we will have children's work available for you to look at and celebrate. We recognise, however, that this is not always possible for all families, so you also have the option to join your slot virtually. If you wish to book a virtual appointment, please write this request in the 'Add a note for the teacher' box when you are asked to confirm your booking.

In-person meeting guidance

If you are meeting in-person at Sandringham, please arrive at least five minutes before your time slot. The front gates will be open and you will make your way to the area outside your child's classroom. There will be signage for you to follow and adults to offer guidance if needed.

Virtual meeting guidance

If you have requested a virtual meeting, you will receive a link to join your appointment ahead of this meeting. These will be shared nearer the time via ScoPay. Without these, you will not be able to access the meeting.

Once you have followed the link, you will enter a 'waiting room'. In order for the meetings to run smoothly, we ask that you log into the meeting five minutes before your meeting is set to start. When it is time for your meeting to begin, the class teacher will accept you into the meeting. At this point, your 10-minute session will begin with your child's class teacher. After 10 minutes, your child's class teacher will call the meeting to a close and accept the next parent waiting in the meeting room to join the meeting.

Nurture, Enrich, Inspire

We are very much looking forward to meeting with you all and trust these appointments will keep you informed of your child's progress and attainment.

Yours sincerely,

Mr Timothy Lodge

Head Teacher