



Stamford Green

Primary School and Nursery



17 October 2023

Dear Parents/Carers,

Parent/Carer and Teacher Consultations – Wednesday 1 November and Tuesday 7 November 2023

Please note we are using a new booking system – more details can be found below.

I am writing to invite you to a Parent/Carer and Teacher Consultation (PCTC), where you will have the opportunity to meet your child's teacher(s) for ten minutes and discuss your child's progress in all areas of the curriculum. Consultations with the teachers will take place in the Hall and the Studio. This then means that you are very welcome to arrive early or stay after your appointment to look at your child's books in their classroom. Access to the Hall and the Studio will be through the East and West Gates. The West Gate will close at 6.30pm for entrance but you will be able to exit this way until 6.45pm. If you arrive via the West Gate please follow the path to the left of the school, through the East Gate and in through the front door of the school.

Teachers based in the hall	Teachers based in the studio
<ul style="list-style-type: none">Nursery (For Nursery, books and folders will be in the Secret Corner, next to 1S and IQ Room.)Y1, Y2, Y4, Y5 (For 1S, books and folders will be outside the classroom until 4.30pm, as an external club will be using 1S.)	<ul style="list-style-type: none">YR, Y3, Y6 (For RP, books and folders will be outside the classroom, as Sunset will be using RP.) (For 6L, books will be in 6DA on Tuesday 7 November, as an external club will be using 6L.)

Please can we remind Parents/Carers not to bring their children to school for the duration of the event. With nearly 700 pupils in the school we do not have anyone to supervise them or the space to accommodate children who are waiting whilst their Parents/Carers meet their teacher. We would encourage parents/carers to help each other out with reciprocal arrangements for child care.

You will be able to book appointments using Scopay before the event and the system will be open from **Wednesday 18 October at 10.00am**. We are only able to offer one appointment per child. Bookings will close at 9.00am the day before the first consultation date and the system works on a first come, first served basis. If you have more than one child at the school, we advise that you **do not** make consecutive bookings and allow at least one slot of transition time. Teachers will not be able to make allowances if your previous appointment overruns.

Please use the Scopay button on the home page of the school website www.stamford-green.surrey.sch.uk to access bookings. I have attached a step-by-step guide below for full instructions for how to book an appointment with your child's class teacher.

You can amend or cancel your bookings on Scopay before 9.00am on Tuesday 31 October. After this time please contact Mrs Hughes in the school office if you need to cancel your appointment.

Other information

Throughout the evenings both myself, Miss Swann and Mrs Dray will be available to answer any questions you may have so please feel free to stop and chat.

Health Care Plans

Children who have a Health Care Plan because of a medical need, will need to book an appointment with either Mrs Dray, Mrs Druce or Miss Swann, so we can review the plan together. You will soon be notified separately, if you are required to book a review appointment.

Any 'External Clubs' will take place as usual, e.g. Dee Dance, EzeeSport, Grow Cook Enjoy,

Should you need any assistance with booking an appointment please contact Mrs Hughes via the office.

Kind regards,

Mrs L Druce
Headteacher

HOW TO LOGIN TO PARENTS' EVENING

Step 1

Download the SCOPAY app or go to the www.scopay.com website and login with your email address and password



LOGIN

Email Address

Password

LOGIN

Step 2

Select the child you wish to make a booking for

Step 3

Tap on
PARENTS' EVENING

Step 4

Tap **Select meeting**
and tap the required meeting

❗ If no meetings are listed, then there are no current meetings for which appointments need to be made.

HOW TO MAKE A BOOKING

The options for your child(ren) will be displayed.

① If you are using a mobile device, to display any other children, swipe across the screen, or rotate to landscape

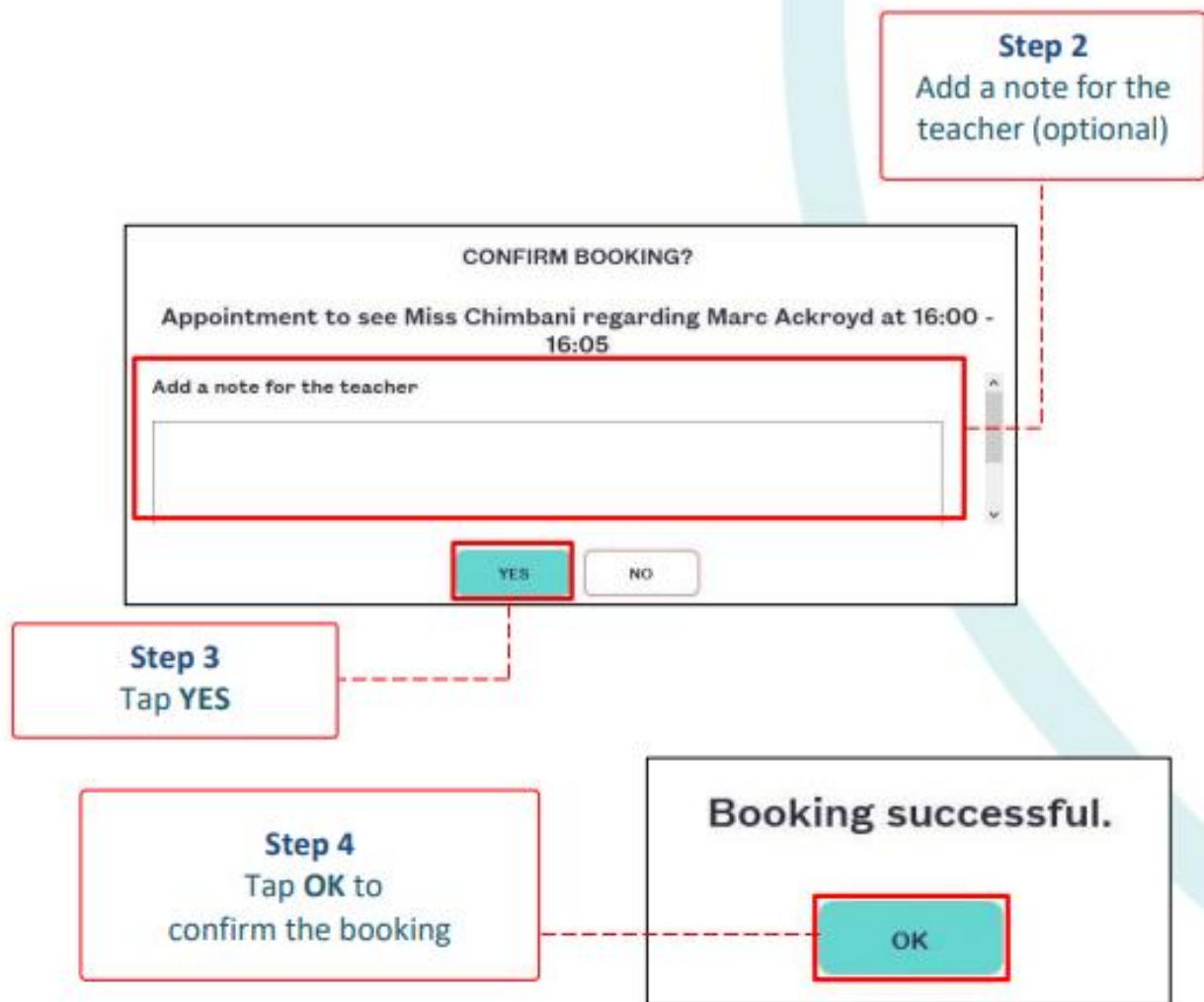
The teachers available
for you to book
a meeting with
are displayed here

Pupil:	Mare Ackroyd	Mare Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington	Mr Hunt
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall
TUE, APR 30				
16:00 - 16:05	BOOK	BOOK	BOOK	BOOK
16:05 - 16:10	BOOK	BOOK	BOOK	BOOK
16:10 - 16:15	BOOK	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	BOOK	BOOK	BOOK	BOOK

Step 1
Tap the
required slot

The slots available
for you to book
are displayed here

① If you need to make appointments for more than one child at the same meeting, both children will be listed.
If you are using a mobile device, to display any other children, swipe across the screen, or rotate to landscape



HOW TO VIEW A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.
Any current bookings will be displayed.

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington	Mr Hunt
Subject:		Class Teacher		Class Teacher
Room:		Main Hall		Main Hall
	Add/edit note for the teacher	The current booking(s) display here		
TUE, APR 30				
16:00 - 16:05	CANCEL BOOKING	BOOK	BOOK	BOOK
16:05 - 16:10	MOVE HERE	BOOK	BOOK	BOOK
16:10 - 16:15	MOVE HERE	UNAVAILABLE	BOOK	UNAVAILABLE
16:15 - 16:20	MOVE HERE	BOOK	BOOK	BOOK

HOW TO CHANGE A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington
Subject:		Class Teacher	
Room:		Main Hall	

Add/edit note for the teacher

Step 1
Tap **MOVE HERE** against the new booking time

TUE, APR 30			
16:00 - 16:05	CANCEL BOOKING	BOOK	MOVE HERE
16:05 - 16:10	MOVE HERE	BOOK	MOVE HERE
16:10 - 16:15	MOVE HERE	UNAVAILABLE	MOVE HERE
16:15 - 16:20	MOVE HERE	BOOK	MOVE HERE

Step 2
Tap **YES** to move the booking

MOVE BOOKING?

Please confirm you are moving the following booking

16:00 - 16:05

Replace with:

Appointment to see Miss Chimbani regarding Marc Ackroyd at 16:05 - 16:10

Add a note for the teacher

YES **NO**

HOW TO CANCEL A BOOKING

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

Pupil:	Marc Ackroyd	Marc Ackroyd	Mary Ackroyd
Teacher:	Miss Chimbani	Mr Hunt	Miss Covington
Subject:			
Room:			
	Add/edit note for the teacher		Add/edit note for the teacher
TUE, APR 30			
16:00 - 16:05	CANCEL BOOKING	BOOK	MOVE HERE
16:05 - 16:10	MOVE HERE	BOOK	MOVE HERE
16:10 - 16:15	MOVE HERE	UNAVAILABLE	MOVE HERE
16:15 - 16:20	MOVE HERE	BOOK	MOVE HERE

CANCEL BOOKING?

Step 2
Tap **YES** to cancel the booking

YES **NO**

Booking cancelled.

Step 3
Tap **OK** to cancel the booking

OK

HOW TO VIEW A MEETING SCHEDULE

Repeat the steps to login. Select **PARENTS' EVENING** and select the meeting.

PARENTS' EVENING BOOKING

Select meeting

April 2019

Tap **VIEW MY SCHEDULE** to view on screen

Tap **DOWNLOAD MY SCHEDULE** to open a PDF

MEETING SCHEDULE

Meetings booked below will be added to your schedule

[VIEW MY SCHEDULE](#) [DOWNLOAD MY SCHEDULE](#)

Parents' evening meeting schedule April 2019						
Reported at Monday 29 April 2019 17:34						
Tuesday 30 April 2019						
Time	Pupil	Teacher	Location	Subject	Teacher notes	Parent notes
16:00 - 16:05	Marc Ackroyd	Mr Hunt	Main Hall	Class Teacher		
16:20 - 16:25	Mary Ackroyd	Miss Covington				Please can we discuss recent Maths homework

① If you need help with SCOPAY or for further enquiries, please contact the School Office at your child's school.