



Stamford Green

Primary School and Nursery



17 October 2023

Dear Parents/Carers,

Health Care Plans Meeting – Wednesday 1 November and Tuesday 7 November 2023

Further to my earlier email with regards to the PCTC meetings, please could you also book a Health Care Plan meeting with either Mrs Druce, Mrs Dray or Miss Swann to we can review your child's current plan. This is essential so that you can share any up to date information, which enables us to look after your child and meet their needs.

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. You will be able to book these appointments in the same way as you have made your PCTC. Please see the below for more information.

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.

Kind regards,

Mrs L Druce
Headteacher

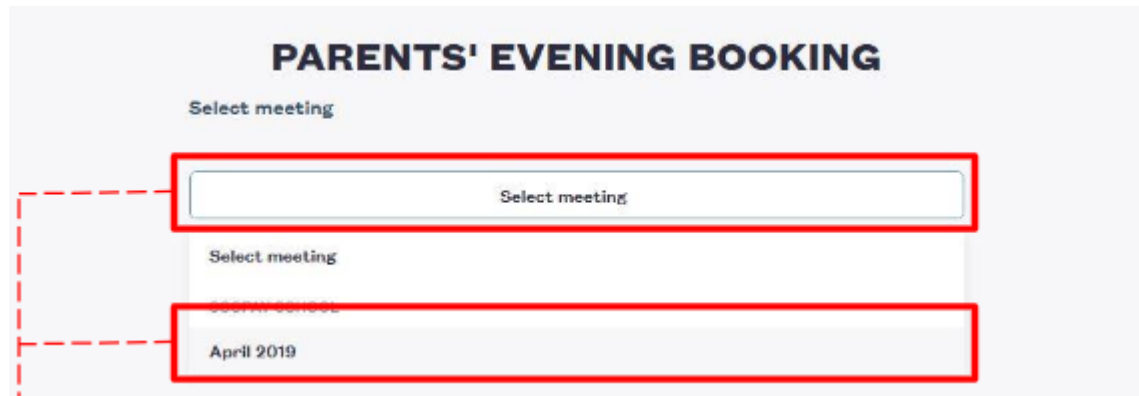
Booking a Healthcare Plan Parent/Carer Teacher Consultation

After you log on to your Scopay Account, tap on the Parents' Evening tab.

Select the child that you want to make an appointment for.

Select the meeting titled *Health Care Plan PCTC Autumn 2023* from the drop-down box.

The available teachers and times will appear.



The screenshot displays the 'PARENTS' EVENING BOOKING' interface. At the top, the title 'PARENTS' EVENING BOOKING' is centered. Below it, the text 'Select meeting' is visible. A dropdown menu is open, showing a list of options. The first option is 'Select meeting', which is highlighted with a red rectangular box. Below this, the text 'Select meeting' is repeated. Further down, the text 'SCOPAY SCHOOL' is visible. At the bottom of the dropdown, the text 'April 2019' is displayed, also highlighted with a red rectangular box. A dashed red line on the left side of the dropdown menu indicates the selection area.

Please only book one appointment with either Mrs Dray, Mrs Druce or Miss Swan.

A full guide to the SCOPAY parents' evening booking system is attached to the main PCTC letter.