



22 October 2024

Dear Parents/Carers,

### Parent/Carer and Teacher Consultations – Wednesday 6 November and Thursday 14 November 2024

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

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 23 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](http://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 5 November. 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 and Mrs Dray will be available to answer any questions you may have so please feel free to stop and chat.

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](http://www.scopay.com) website and login with your email address and password

SCOPAY

## LOGIN

Email Address

Password

LOGIN

## Step 2

Select the child you wish to make a booking for

## Step 3

Tap on  
**PARENTS' EVENING**

The screenshot shows the SCOPAY website interface. At the top, there is a navigation bar with the SCOPAY logo, 'VIEW PRODUCT', 'PARENTS' EVENING' (highlighted with a red box), and 'HELP'. To the right are links for 'BASKET', 'ALERTS', 'YOUR INFO', and 'LOGOUT'. Below the navigation bar is a dark header for 'MARY ACKROYD' (SCOPAY School). The main content area is titled 'PARENTS' EVENING BOOKING'. Underneath, there is a 'Select meeting' section with a dropdown menu (highlighted with a red box) and a date selector (highlighted with a red box) showing 'April 2019'.

## 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

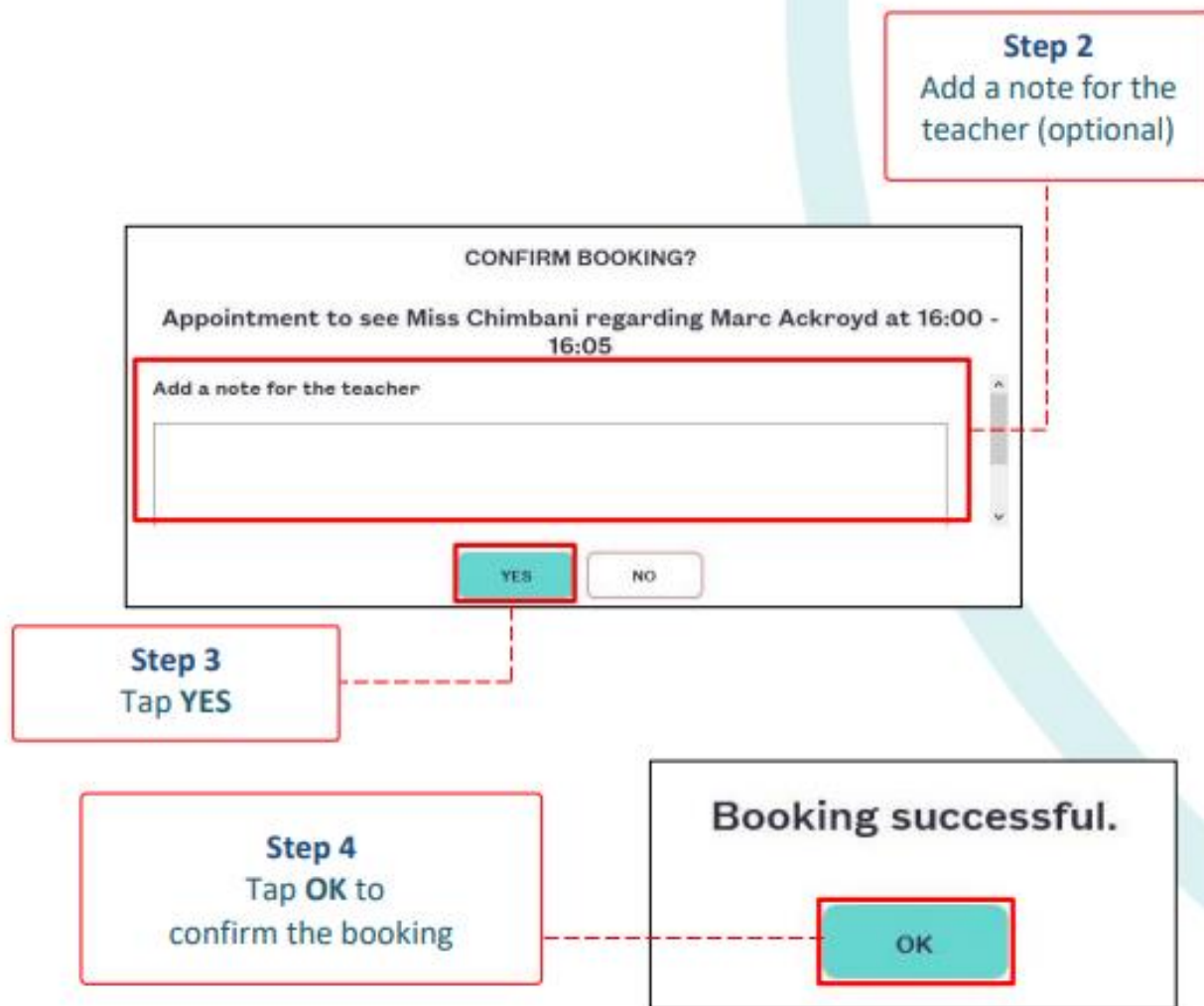
The teachers available for you to book a meeting with are displayed here

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 Teacher: Miss Chimbani Subject: Room:	Marc Ackroyd Mr Hunt Class Teacher Main Hall	Mary Ackroyd Miss Covington	Mary Ackroyd Mr Hunt Class Teacher Main Hall
	Add/edit note for the teacher	<b>The current booking(s) display here</b>		
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

**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

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

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	<b>CANCEL BOOKING</b>	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 1**  
Tap on the time you wish to cancel

**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.