

4<sup>th</sup> November 2022

## Autumn Parents' Evenings

Dear Parents and Friends of Castle Hill,

As part of our parent's questionnaire sent out in July, we asked for your thoughts on a number of areas including Parents' Evening. Thank you for your feedback, it shows how much you value contact with your child's class teacher and based on that feedback, this Autumn we have decided to offer two options for Parents' Evenings.

Firstly, for those parents who would like a face to face meeting, these will be held in your child's classroom on **Tuesday 22<sup>nd</sup> & Thursday 24<sup>th</sup> November 2022**. You will have the opportunity to book a 10-minute face to face appointment with your child's class teacher using the ScoPay online booking system login <https://www.scopay.com/login.html>.

*Please find the booking instructions sent as a separate attachment called 'SCOPAY Parent Guide – Parents' Evening'.*

The booking window is between **7am on Monday 7<sup>th</sup> November and 10pm on Sunday 20<sup>th</sup> November**.

Secondly, for those parents who would prefer to have a virtual meeting either over the phone or via teams, please let the class teacher know via Class DoJo. The teacher will then set-up a mutually convenient time, during November, to hold the meeting. Virtual meetings should **not** be booked via ScoPay.

You will only be able to book **one** appointment per child. However, if you require more than one appointment please contact the school office.

The purpose of these appointments is to discuss how your child has settled into their new class, their progress and for you to ask any questions you have regarding your child's learning. If your child has two class teachers, only one will be available per meeting.

Please ensure that the school office has your up-to-date contact details (phone number and email address) on file. To make us aware of any changes, please visit our 'Contact Us' web page <https://www.castlehillprimary.net/contact> and complete the Submit Enquiry Online form.

Kind regards

The CHPS Team