



# ST LAWRENCE C of E PRIMARY SCHOOL

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Dear Parents

We are pleased to remind you that we will be using [www.scopay.com](http://www.scopay.com) for booking parents' evening appointments on line. This is the same website as we already use for parents to pay for school trips and other items, so many of you will already be familiar with it.

Once logged in, when a parents' evening has been set up, you will be able to choose the day and time convenient to you, and you can book consecutive appointments (if available) if you have more than one child at St Lawrence. The system will send you an email confirmation of your appointment. There will be a cut-off date for online bookings before the parents' evenings take place, so we urge you to book as soon as possible. If you need to change your appointment for any reason you can do this yourself provided appointments are still available.

Please note that if a class has more than one teacher, only one teacher's name will show online but both teachers will be present together at the parents' evening.

If you would like Mrs Burholt to join your meeting with the class teacher, please book the same appointment time with her. If the timeslot is already taken for Mrs Burholt, please book an adjacent timeslot to see her separately.

Our next parents' evenings are on Tuesday 6 November from 5.30pm to 8.00pm and on Thursday 8 November from 3.30pm to 5.30pm; they will be 'live' for booking from Wednesday 17 October until 9.30am on Friday 2 November.

May we encourage you to use scopay; however, if you would prefer not to book appointments on line, please phone or come into the school office and our staff will be happy to book for you.

If you do not already use scopay.com and have lost or forgotten your login details, please contact the school office so that these can be re-issued.

Yours sincerely

**Head Teacher**  
**National Leader of Education**

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National Teaching School and National Support School

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International School Award

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