



Denmead Junior School

Building success, inspiring curiosity

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Mr A Clarke
Head Teacher

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Monday 8th March 2021

Dear Parents and Carers,

Parents' Evening Appointments – 23rd & 25th March 2021

I am pleased to invite you to book an appointment for our forthcoming virtual parents' evenings later this month. While this might feel early in some respects, our priorities are to support all children in the successful transition back into school, to informally assess where they are in their learning and to work with you in ensuring they make the best possible progress.

When are the meetings?

10-minute appointments are available for every class on **Tuesday 23rd March 4-6.30pm** and **Thursday 25th March 5-7.30pm**. The booking system will go live from 7pm this evening and will close next Wednesday 17th March at noon.

How do I book a meeting?

Please use the usual SCOPAY system to book your appointment online via the App or via your usual web browser at <https://www.scopay.com/login.html> Your teacher will then use this time to create a meeting using your child's MS Teams account.

Attending the meeting

On the evening of your appointment please access the meeting via your child's MS Teams calendar a few minutes before your meeting time, ready for your teacher to admit you at your appointment time. You will understand that staff need to keep these meetings strictly to 10 minutes, however if the discussion has not finished, your teacher will arrange a follow up conversation.

If you wish to see Mrs Howard our Inclusion Leader/SENDCo, or cannot make an appointment online using this platform, please contact the office.

Yours sincerely

Mr Andy Clarke
Head Teacher

