



MAYHILL JUNIOR SCHOOL

The Bury
Odiham
Hook
Hampshire
RG29 1NB

Headteacher: Sarah McGillivray

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30th September 2022

Dear Parents and Carers,

PARENTS' MEETING

We have arranged two parents' meetings for you to discuss your child's progress with their class teacher and agree on strategies to ensure success. These meetings will take place face to face on:

Wednesday 19th October 3:30pm – 6:30pm

Thursday 20th October 4:00pm – 7:00pm

We will use SCOPAY, as our online booking system, which we hope is a convenient and efficient way of booking your meeting. The booking system will open at 7:00pm on Monday 3rd October 2022.

To book your appointment you will need to do the following:

1. Ensure you have an active SCOPAY account and that you are able to log in successfully. If you require a new link code, please contact the Office straightaway.
2. Visit www.SCOPAY.com. Once logged in you need to click on the Parents Evening Tab and then follow the instructions. The meeting is titled 'Parents Evening Autumn 2022'. We have attached a guide ([click here](#)) to assist you. Within SCOPAY you will be able to enable Alerts to email you when the system is live and to remind you of your appointment.

If, for any reason, you do not have access to the internet please contact the school office to make your appointment. Please be aware that appointments are on a first come first served basis.

If you are unable to keep the appointment, you are able to go on line and amend or cancel it. For last minute changes notify the school.

You are encouraged to bring your child with you and arrive early so that they can show you to their classroom, talk you through their work and celebrate it together.

Your appointment with your child's teacher will take place in the school hall and there will be lots of spare seating for your child and any siblings whilst you are talking to the teacher.

The class teachers will be unable to run any after school clubs on parent evenings and they will therefore not run on these nights. Please note the ICT suite will not be available for children to wait in.

We look forward to welcoming you in school soon.

Yours sincerely,

Mrs Sarah McGillivray
Headteacher