

Oaklands Junior School

Headteacher - Mrs H West

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24th October 2019

Dear Parents/Carers,

We will again be using the online booking system for our forthcoming parents' evenings. This proved very successful last year and we hope that this will make it easier for you to book your time slots with the class teachers as we realise that many found it difficult using the playground sign-up sheets.

As a reminder, if you have already registered with Scopay to pay for trips and/or school dinners you will be able to use the same login to access the parents' evening booking system. If you have not already registered you will be sent an email today to allow you to register and login to the parents' evening booking system plus online payments if you wish to. If parents do not have access to a suitable device to use this system they will still be able to book appointments by contacting the school office.

You will not be able to access the online booking system until 12.15pm on Monday 4th November, when it will "go live". It will remain open until Midnight on Thursday 7th November. After that time, if you have not made an online booking, you will need to contact the school office.

A copy of a Quick Reference Guide for Parents' Evening Booking System is also attached, which gives step by step instructions on how to use the system. Once you make a booking online you will automatically receive a confirmation email.

If you have any queries regarding this, please contact the school office who will be happy to help.

Yours faithfully,

A handwritten signature in black ink that reads 'H West'.

Mrs. H. West
Headteacher