

Oaklands Junior School

Headteacher - Mrs H West

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28th February 2020

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 10.00am on Monday 2nd March, when it will "go live". It will remain open until 11.00pm on Thursday 5th March. 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.

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 'HWest'.

Mrs. H. West
Headteacher