



Friday 25th February 2022

Parents/Carer Consultations Tuesday 29th and Wednesday 30th March 2022

Dear Parents/Carers,

In order to maximise parental participation, and improve the quality of feedback you receive on your child/s progress, we have made a few changes.

We have now moved to an online booking system for consultation appointments with teachers using Tucasi-scopay. The same system we use for dinner money payments and clubs.

If you do not already use Tucasi, your login details have been sent home with your child. Please check their bags if you have not received these. If you cannot locate your login details, please contact the school and we will be able to email you your login details.

If you already use Tucasi for dinner money or club booking payments, you will already be set up and able to use the same login details.

Please ensure you take the time to login and set up as soon as possible.

The administrative team can support you with any teething problems you may face.

This term, we will use a blended system. However, to improve the smooth running of the process, we will be running a virtual appointment day and physical appointment day. Hopefully, this will maximise opportunities for you to meet with us.

If you would like a virtual appointment, you may book on **Tuesday 29th March**

If you would like a physical appointment, you may book on **Wednesday 30th March**

The length of the appointments will be the same.

The booking system will be live from **Monday 28th February at 8am.**

As usual, all appointments are available on a first come first serve basis.

Ms McIntosh's tips!

Set up

- If you already use our online system for payments (school dinners, extended services), you are already set up to make an appointment
- If you have not used our system (Tucasi- scopay), you need to use your login and register your account to make an appointment
- I recommend that you switch on your alerts within the system so you can receive a reminder of your appointment

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Booking

- In your area, you will be able to see the available appointments for your child's/ren's teacher. If you have more than one child, stagger your appointments accordingly, to give you time to switch from one to the other
- Please **book on either the Tuesday OR the Wednesday**. You do not need to book on both days.
- If you need any advice or assistance, please contact the school office

From Monday 28th February, we will provide laptops at the front reception should you need any further digital support. The administrative team will not be able to make the appointment for you but will be happy to help.

The appointments are about your child's academic progress, how well they are achieving, how much they are applying themselves and the challenges they are facing. Therefore, it is vitally important that we get the opportunity to discuss this with you, so you can encourage and provide the right targeted support. We are fully committed to securing an appointment for every single child as you will find out what you need to do to support your child at home.

We ask that you help us to achieve this, by confirming an appointment over the two-day period.

Children do best when school and parents work together; we all want the best and have the right intentions for our children.

Thank you for your support.

Regards,

Ms Zenia McIntosh
Acting Head of School

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