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Headteacher: Mrs S Barry

«TodayDate»

«FirstName» «LastName», «ClassName»

Dear Parent/Carer

## **PARENTS EVENING**

You are warmly invited to come to school to discuss the progress of your child with his/her class teacher. The parent evenings are on Tuesday 30<sup>th</sup> January and Wednesday 31<sup>st</sup> January. Children are encouraged to accompany their parents and be involved in the discussions about their strengths, areas for development and targets for future improvement. A vital part of our partnership, as teachers and parents is to support the children therefore it is important that every family attends, working together has a significant positive impact on your child's progress.

We are using an online booking system for consultations. Please see overleaf for detailed instructions on how to book an appointment online with your child's class teacher.

The system will "Go Live" on Friday 12<sup>th</sup> January at 5.00pm and will be available until Monday 29<sup>th</sup> January at 12noon. You will be unable to book appointments after this time.

If you have any questions or require help using the system, please speak to Mrs Hodgson in the school office.

Yours sincerely

Mrs S Barry  
Head Teacher

«FirstName» «LastName», «ClassName»

## GUIDE TO BOOKING PARENTS EVENING APPOINTMENT

1. Open a web browser (e.g. Internet Explorer or Google Chrome) and go to **www.scopay.com**
2. Log in using your Email address and a Password  
\*IMPORTANT – if logging to scopay.com via a smartphone, please **do not** use the Tucasi mobile site, select ‘cancel’ on the prompt
3. Select **Parents’ evening** from the purple tab
4. Click on **Select meeting** from the list  
If you need to make appointments for more than one child, they will all be listed
5. Select **Book** on the time slot you require
6. Click **Yes** to confirm the booking  
A booking successful message will then appear

Your confirmed booking slot will appear in blue

If you need to make a booking for another child then repeat steps 2 & 3. ***WHEN BOOKING SIBLING APPOINTMENTS PLEASE ENSURE YOU LEAVE A 10 MINUTE SLOT AFTER THE END OF YOUR PREVIOUS APPOINTMENT TO ALLOW TIME TO MOVE TO THE NEXT CLASSROOM AND LOOK AT BOOKS.***

## TO AMEND A BOOKING

1. Select **Meeting** from the drop down menu
2. Click **Move here** on any available slot  
Amber slots indicate times which clash with your existing bookings for another child
3. Review the message and click **Yes** to confirm the new appointment time

## TO CANCEL A BOOKING

1. Select **Meeting** from the drop down menu
2. Click **Cancel booking**
3. Click **Yes** to confirm the cancellation

## PRINTING A CONFIRMATION

1. Select **Meeting** from the drop down menu
2. Click View my schedule then select Download my schedule to view or download as a pdf document
3. To print press CTRL +P on your keyboard, or use the print button on either the tool bar or browser menu

Please contact the Mrs Hodgson in the School Office if you require any further assistance.